

**CUTCHOGUE NEW SUFFOLK FREE LIBRARY**  
**Board of Trustees, Minutes of the Regular Meeting**  
**Monday, May 9, 2016 @ 6:30 p.m.**

**Present:** Trustees Anne Howard, President; Corinne Slade, Treasurer; Paula J. Hepner, Secretary; Jo Anne Vitiello, Harold Shields, Noreen McCarthy, Barbara Best and Sara Campbell; Library Director: Jennifer Fowler

**Absent:** Trustee Richard Jordan; Janet Thompson, President of the Friends of the Library.

1. **Call to Order** – As a quorum was present, the meeting was called to order by the President at 6:32 p.m.
2. **Adoption of the Agenda** – The President reviewed the Agenda that had been distributed in advance of the meeting. A motion to adopt the Agenda was made by Jo Anne Vitiello and seconded Noreen McCarthy. The motion was unanimously approved.
3. **Public Expression** – There were no items for public expression.
4. **Approval of the Minutes** – The Secretary presented the minutes of the April 11, 2016 Board meeting for review and approval. As there were no corrections or additions, a motion to approve the minutes was made by Cookie Slade. The motion was seconded by Harry Shields and was approved unanimously.
5. **Financial Reports** – The Treasurer and the Library Director presented the financial reports for discussion. Questions from the Trustees were entertained and answered.
  - a. General Fund Treasurer’s Report – After discussion, the President stated that the Treasurer’s report dated March 31, 2016 will be part of the information provided to the Library’s auditor who, upon review of the 2016 financial records at the end of the year, will create an audited report which will then be voted upon by the Board. In accordance with Robert’s Rules, no motion or second is required with regard to the General Fund report.
  - b. Multi-Fund Report – This report, dated March 31, 2016, was reviewed and discussed by the Trustees. There was a favorable response to the new, user friendly format
  - c. General Warrant – After discussion, a motion to approve the General Warrant dated May 9, 2016 was made by Barbara Best and seconded by Noreen McCarthy. The motion was unanimously approved.
  - d. Capital Warrant – After discussion, a motion to approve the Capital Fund Warrant dated May 9, 2016 was made by Paula Hepner and seconded by Jo Anne Vitiello. The motion was unanimously approved.
  - e. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated April 8 and April 22, 2016 was made by Noreen McCarthy and seconded by Paula Hepner. The motion was unanimously approved. The payrolls specifically approved were:
    - i. Gross Wages for April 8, 2016 were \$33,521.21.
    - ii. Employer Taxes for April 8, 2016 were \$10,962.74.
    - iii. Gross Wages for April 22, 2016 were \$32,392.80.
    - iv. Employer Taxes for April 22, 2016 were \$10,542.61.
6. **Director’s Report** -- The Library Director presented a report dated May 9, 2016 in which she recognized the superior service rendered by Rosemary Martilotta as Acting Director during the Director’s vacation. Attached to the Director’s report were charts giving the Circulation and Patron usage statistics for January through April 2016 and a separate chart of the annual data for 2015 for comparison. The Director also distributed the Program Statistics for January through April for 2016 and 2015. With regard to the CD held at SCNB, the Director reported that the proceeds will be deposited to the Library’s general account at M&T Bank by next month. As the Library has yet to receive its share of the tax levy money, a letter was sent to New Suffolk Common School asking them to release the funds owed. The Director reported on a number of donations and gifts made to the Library during the month of April. The Director indicated the budget mailers would be ready for distribution as soon as they are received from the printer and reminded the Trustees of the dates of the budget hearing and the vote. The Director reported on the urgent need to replace the staff and patron computer servers, which was done. Harry Shields made a motion to accept the Director’s Report with its attachments, dated May 9, 2016, and include it as an attachment to the May minutes. The motion was seconded by Cookie Slade and was unanimously approved.

## 7. Committee Reports

- a. Benefits Committee – Anne Howard gave the report in the absence of Richard Jordan, Chair. She reported that the pension fund was up \$2,499.16 for the month of April 2016 and was up \$10,882.64 year-to-date (January 1 through April 30, 2016). The fund balance as of April 30, 2016, was \$426,696.54.
- b. Building and Grounds Committee – Jo Anne Vitiello, Chair, gave the Committee's report. The repairs to the siding are underway. The Japanese maple tree was planted in the garden and a commemorative plaque will be ordered. Peter Zwerlein has been installing some of the QR codes in the garden. A locksmith will be replacing locks on the staff cubbies, the Director's Office door and replacing the doorknob on the Meeting Room door. With regard to the proposed shelving for the upstairs gallery, a quote from A.R. Kropp was reviewed along with a quote from them for new arm chairs and tables for the Gallery. A second vendor will be providing an estimate for these items and with that in hand, the Committee hopes to be able to submit a proposal to the Board at the June meeting.
- c. Finance Committee – Harry Shields, Chair, reported the Committee met and discussed termination of the defined benefit plan and the justifications for taking this step. A summary of the process for accomplishing this was presented. The Committee also discussed prepayment of the Library's mortgage and obtaining an equity line of credit. There are significant prepayment penalties – 5% prepayment penalty in first 5 years; 4% next 5 years, 3% for the next five years – which might suggest not doing it.
- d. Nominating Committee – Cookie Slade, Chair, submitted a report proposing a slate of officers (Cookie Slade, President; Paula Hepner, Vice President; Richard Jordan, Treasurer, Jo Anne Vitiello, Secretary) and names to fill the Trustee vacancies: Noreen McCarthy to a 3 year term beginning July 2016, Shannon Simon to a 3 year term beginning in July 2016, and Paula Hepner to a 3 year term beginning in July 2016.
- e. Policy Committee – Paula Hepner, Chair, reported that the Committee will meet on May 16 and May 23, 2016 to resume working on revisions to the remaining sections of the Library Operations Handbook.

## 8. Old Business

- a. Strategic Plan – The Director asked the Board to meet early on May 9 to consider what the next steps should be in developing the plan. The Trustees arrived at 6:30 p.m. and the Director presented a 10 page, first draft, outline for the strategic plan. The first matter discussed was the time frame this plan would cover. In Methodology on Page 2, a three year time period was suggested, but the Board concluded five years would be preferable. The next decision concerned who should be listed on Page 2 as members of the Long Range Strategic Planning Committee. It was decided the all of the Trustees who participated in the development of this plan would be listed as members even if they are no longer on the Board. Thereafter the Board's attention was focused on the 8 goals and objectives that the Director proposed. Rather than use the word "readers" the language should be consistent with other Library documents. Accordingly the word "patrons" should be used. A suggestion was made to create a separate goal for the need to expand the Library's physical space and what its environmental needs are. Another suggestion was to add creating alliances with the business community to Goal #7. Somewhere educating the community and raising awareness about the Library's fiscal health should be included. The 8 goals should be prioritized and each one should have an explanation for why it was picked. Each goal should have some means to measure or evaluate whether it was attained. The Director will take these comments and rework them into a second draft.
- b. Roof Repair – The Director reviewed the steps taken to resolve the leak in local history room. RW Mulligan redid the roof and after inspecting the steeple, submitted a proposal for \$9,500. A person from JP Hunter came to assess the situation and concluded the steeple does not need to be repaired, only the flashing which should be the responsibility of Mulligan. The Director contacted GSM, who did the work on the Library doors, for an opinion. GSM looked at the steeple and found no water stains or damage. He concurred with Hunter that the leak is coming from a bubble in the flashing. Another possibility he mentioned is the possibility of water seeping in around the louver windows which are removable and covered with Plexiglas to protect them. Triple S apparently came to inspect the problem but did not provide any follow up report. The Director will recontact Triple S and for now, proceed with GSM's advice to start small, since there has been no water leak since the past tremendous storm. The Director

will look into replacing the drywall that was damaged by the leak. The Board recommended the Director send a letter to Mulligan saying, “several other contractors have reviewed the situation and all refute your opinion about the cause of the roof leak. As we view the contract we had with you, the responsibility for repairing this rests with you. Because of the manner in which you have handled this, the Library will not be rehiring your company nor giving any references on your behalf.”

**9. New Business**

- a. Termination of the Defined Benefit Plan – The Board discussed the reasons behind its prior decision to freeze the pension fund and how that was received by the Library staff. The Finance Committee recommended two options for terminating the defined benefit plan and what the associated costs would be for each. When each of the options was discussed, further questions arose which resulted in the matter being-referred back to the Committee for clarification.
- b. Removal of Equipment – The Director presented the following list of items no longer needed by the Library. A motion to approve disposal of the equipment was made by Paula Hepner and seconded by Cookie Slade. The motion was unanimously approved.

2016 Equipment Removal								
ID	Brand/Model	Asset Type	Purchase Date	Cost	Location	Service Info	OpSys	Removal Date
1	PowerEdge	computer	9/3/2010	2269.51	staff server	JLQSVNI		4/28/2016
2	PowerEdge T310	Computer	11/15/2011	1581.86	Patron server	J277VRI	WinS2 008R2	4/28/2016

10. **Public Expression** - There were no items for public expression.

11. **Adjournment** --There being no further business before the Board, a motion to adjourn the meeting was made by Jo Anne Vitiello and seconded by Paula Hepner. The motion was unanimously approved and the meeting was adjourned at 8:28 p.m.

Next Trustee meeting: Monday, June 13, 2016 at 7:00 p.m.

Upcoming Friends of the Library meeting: Monday, May 23, 2016 at 7:00 p.m.

Respectfully submitted,  
Paula J. Hepner, Secretary

Approved on: \_\_\_\_\_