

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Minutes of the Annual Meeting
Monday, June 13, 2016 @ 7:00 p.m.

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

Absent: 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 7:00 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 Cookie Slade and seconded by Paula Hepner. The motion was unanimously approved.
3. **Public Expression** – Mariella Ostroski and Shannon Simon attended the meeting. There were no items raised for public expression.
4. **Approval of the Minutes** – The Secretary presented the minutes of the May 9, 2016 Board meeting for review and approval. As there were no corrections or additions, a motion to approve the minutes was made by Barbara Best. 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 April 30, 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 April 30, 2016, was reviewed and discussed by the Trustees.
 - c. General Warrant – After discussion, a motion to approve the General Warrant dated June 13, 2016 was made by Richard Jordan and seconded by Noreen McCarthy. The motion was unanimously approved.
 - d. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated May 6 and May 20, 2016 was made by Paula Hepner and seconded by Richard Jordan. The motion was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for May 6, 2016 were \$32,710.62.
 - ii. Employer Taxes for May 6, 2016 were \$10, 535.28.
 - iii. Gross Wages for May 20, 2016 were \$32,876.30.
 - iv. Employer Taxes for May 20, 2016 were \$10,674.38.
6. **Friends of the Library Report** – Janet Thompson, President of the Friends, reported that membership is going very well. In 2015 they received a total of \$12,000 from 162 friends. So far this year, the Friends have collected \$6,890 from 156 members. Planning is underway for the annual book sale which is the Friends’ second major source of income. Some of the Friends volunteered to assist with the budget vote on June 7, 2016. The art shows in the gallery continue to be a fundraising source.
7. **Director’s Report** -- The Library Director presented a report dated June 13, 2016 which included attachments giving the Circulation and Patron usage statistics for January through May 2016 and also the annual data for 2015 for comparison purposes. The Director also distributed the Program Statistics for January through May for 2016 that included totals for 2015. The Director discussed her presentation

at the budget hearing and presented the results of the favorable budget vote taken on June 7, 2016. She reported on a memorial donation of several books and a \$2,000 donation from BNY Mellon for the "Top of the Table" event, which will give them sponsorship status. More paperwork was submitted to complete the process of closing the CD and she is waiting to hear from Suffolk County National Bank about whether it can be approved. T-shirts with the Library name and Logo were ordered for the pages to wear and they were received with great excitement. A major project undertaken by the Head of Technical Services is to reassign new call numbers to the entire musical CD collection. This will make the collection more accessible and user-friendly. Cookie Slade made a motion to accept the Director's Report with its attachments, dated June 13, 2016, and include it as an attachment to the June minutes. The motion was seconded by Noreen McCarthy and was unanimously approved.

8. **Committee Reports**

- a. Benefits Committee – Anne Howard gave the Committee report on behalf of Richard Jordan, Chair. She reported that the pension fund was up \$4,012.66 for the month of May 2016 and was up \$14,895.30 year-to-date. The fund balance as of May 31, 2016, was \$430,709.20.
- b. Building and Grounds Committee – Jo Anne Vitiello, Chair, gave the Committee's report. Peter Zwerlein is continuing to install the QR Plant Signs in the Library Garden and will soon be completed. Ludlow Homes finished the staining of the new siding. GSM Development submitted a proposal to remove the existing Plexiglas from exterior wood frame of steeple windows and replace it with four storm windows. While it is not certain this will resolve the problem of the leak in the local history center, it is reasonable to begin with a small approach. Librarians Kristie Korade, Mariella Ostroski and Rosemary Martilotta along with the Director, applied a new paint color to the first floor meeting Room. GSM Development will be installing 125 feet of water line to prepare the Upstairs Gallery for the installation of the Coffee Station. The cost is \$1,500.00. Arnold and Karen Blair donated a small maple tree in memory of family members which will be planted in the Library gardens. Four new ottomans have been placed in the Children's Room to provide more comfortable seating for parents and caregivers. In the Adult Department: the Musical CD case and some furniture and lighting have been moved to make the room more serviceable. The Committee is in the process of reviewing outside furniture for the Library.
- c. Finance Committee – Harry Shields, Chair, gave the Committee's report. The Director explained that one employee will be leaving the defined benefit plan and this will give the committee an opportunity to assess the options available to the Library and financial impact of this termination. Questions were raised about the low rate of return on annuities and who would actually own the annuity if the Library bought one. More information will be presented at the July board meeting. It was suggested that the Finance Committee should meet jointly with the Benefits Committee to review the possibilities that will be presented next month.
- d. Nominating Committee – Cookie Slade, Chair, presented the candidates to fill the two vacancies on the Board created by the conclusion of Anne Howard's second three year term and Paula Hepner's first three year term. The Nominating Committee also presented a slate of proposed officers for the coming year.
- e. Policy Committee – Paula Hepner, Chair, reported that the Committee has been meeting to discuss revisions to the Operations Handbook. A variety of policy amendments will be presented for a vote.

9. **Old Business**

- a. Strategic Plan – The Director distributed revised goals and proposed a new mission statement for the Library. The Trustees were asked to review both and provide comments to her before the July meeting.

10. New Business

- a. Adoption of the Approved July 1, 2016-June 30, 2017 Budget – Richard Jordan made a motion to adopt the approved July 1, 2016-June 30, 2017 budget. The motion was seconded by Paula Hepner and was unanimously approved.
- b. Revisions to the Library Operations Handbook
 - i. #33 – Office Equipment Services – A motion to accept the revisions to the Library’s Office Equipment Services Policy was made by Noreen McCarthy. Harry Shields seconded the motion and it was unanimously approved.
 - ii. #29 – Lost and Found - A motion to accept the revisions to the Library’s Lost and Found Policy was made by Harry Shields. Paula Hepner seconded the motion and it was unanimously approved.
 - iii. #28 - Local History center - A motion to accept the revisions to the Library’s Local History Center Policy was made by Cookie Slade. Anne Howard seconded the motion. There was some discussion about the content of the local history center’s mission statement. The following revision to the wording was proposed: “*The mission of the Local History Center is to make ~~makes~~ available a non-circulating collection of books, records, documents, and pictures documenting the history of Cutchogue, New Suffolk and Long Island.*” Cookie Slade amended her motion to incorporate this change of language. That motion was seconded by Paula Hepner and the policy was unanimously approved.
 - iv. #27 – Library Programs & Contract - – A motion to accept the revisions to the Library’s Library Programs & Contract Policy was made by Anne Howard. Richard Jordan seconded the motion and it was unanimously approved.
 - v. #26 – Homebound Services - – A motion to accept the revisions to the Library’s Homebound Services Policy was made by Jo Anne Vitiello. Noreen McCarthy seconded the motion and it was unanimously approved.
 - vi. #23 - Exhibitor’s Agreement & Release - – A motion to accept the revisions to the Library’s Exhibitor’s Agreement & Release Policy was made by Noreen McCarthy. Jo Anne Vitiello seconded the motion and it was unanimously approved.
 - vii. #21 – Art Show Exhibit Info Sheet & Application - – A motion to accept the revisions to the Library’s Art Show Exhibit Info Sheet & Application Policy was made by Cookie Slade. Harry Shields seconded the motion and it was unanimously approved.
 - viii. #11 – Collection Development Policies – A motion to accept the revisions to the Library’s Collection Development Policy was made by Anne Howard. Harry Shields seconded the motion and it was unanimously approved.
- c. Presentation of furniture for Upstairs Gallery – Mariella Ostroski and the Library Director gave a presentation regarding the proposed redesign of the Upstairs Gallery and the new furniture to be purchased for it. The intention is to make the Gallery more of a café lounge as the coffee station will be installed nearby. Proposals for shelving and furniture from LRM and AR Kropp were discussed and compared. After extensive inquiry and discussion, Anne Howard made a motion to take money from the capital fund to purchase the furniture from LRM at a final cost of \$17,136 and to purchase the shelving from AR Kropp at a final cost of \$25,830. Jo Anne Vitiello seconded the motion and it was unanimously approved.
- d. Election of Trustees – This being the Annual Meeting at which the election of trustees is to take place under the bylaws, the Nominating Committee put forward the names of Paula J Hepner, Noreen McCarthy and Shannon Simon to fill the trustee vacancies. Jo Anne Vitiello made a motion to elect each of them as Trustees for a term of three years beginning July 11, 2016. The motion was seconded by Harry Shields and unanimously approved.

- i. Election of Officers - This being the Annual Meeting at which the election of officers is to take place under the bylaws, the Nominating Committee put forward the names of Corrine Slade to serve as President, Paula J Hepner to serve as Vice President, Richard Jordan to serve as Treasurer and Jo Anne Vitiello to serve as Secretary. For each office, the President called for additional nominations from the floor. Hearing none, the nominations were closed and individual votes were taken. Paula Hepner made a motion to elect Corrine Slade as President. The motion was seconded by Noreen McCarthy and was unanimously approved. Harry Shields made a motion to elect Paula J Hepner as Vice President. The motion was seconded by Cookie Slade and was unanimously approved. A motion was made by Cookie Slade to elect Richard Jordan as Treasurer. Anne Howard seconded the motion and it was unanimously approved. Paula Hepner made a motion to elect Jo Anne Vitiello as Secretary. The motion was seconded by Sara Campbell and was unanimously approved.

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

12. **Adjournment** --There being no further business before the Board, a motion to adjourn the meeting was made by Anne Howard and seconded by Cookie Slade. The motion was unanimously approved and the meeting was adjourned at 9:16 p.m.

Next Trustee meeting: Monday, July 11, at 7:00pm.

Upcoming Friends of the Library meeting: Monday, July 25, 2016 at 7:00pm.

Respectfully submitted,
Paula J. Hepner, Secretary

Approved on: _____