

CUTCHOQUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Minutes of Regular Meeting
Monday, July 11, 2016 at 7:00 p.m.

Present: Trustees Corinne (Cookie) Slade, President; Paula Hepner, Vice President; Richard Jordan, Treasurer; Jo Anne Vitiello, Secretary; Barbara Best, Sara Campbell, and Shannon Simon; Jennifer Fowler, Library Director

Absent: Trustees Noreen McCarthy and Harold Shields; Janet Thompson, Friends of the Library President.

1. **Call to Order** - As a quorum was present; the meeting was called to order by the President at 7:05 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 Richard Jordan and seconded by Shannon Simon. The motion was unanimously approved.
3. **Public Expression** - Jim Faulknor from *rightnow! Marketing* attended the meeting. There were no items for public expression.
4. **Approval of the Minutes** - The Secretary presented the Minutes of the June 13, 2016 Board meeting for review and approval. As there were no corrections or additions, a motion to approve the minutes was made by Paula Hepner and seconded by Richard Jordan. The motion was unanimously approved.
5. **Financial Reports** - 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 May 31, 2016 will be part of the information provided to the Library's auditor who, upon review of the 2016 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.
 - b. Multi-Fund Report- This report, dated May 31, 2016, was reviewed and discussed by the Trustees. A motion was made by Richard Jordan to grant the Library Director the discretion to move the balance of the Suffolk County National Bank CD when a more attractive interest rate occurs or the Library needs to make this money fluid. The motion was seconded by Paula Hepner and unanimously approved.
 - c. General Warrant-After discussion, a motion to approve the General Warrant dated July, 11, 2016 was made by Richard Jordan, seconded by Barbara Best, and unanimously approved.
 - d. Capital Warrant-After discussion a motion to approve the Capital Warrant dated July 11, 2016 was made by Barbara Best, seconded by Paula Hepner, and unanimously approved.
 - e. Affirmation of Payroll- After discussion, a motion to affirm the payroll for the pay periods dated June 3 and June 17 was made by Richard Jordan, and seconded by Paula Hepner. It was unanimously approved.
 - i. Gross Wages for June 3, 2016 were \$32,594.73.
 - ii. Employer Taxes for June 3, 2016 were \$10,543.96.
 - iii. Gross Wages for June 17 were \$32,581.69.
 - iv. Employer Taxes for June 17 were \$10,527.98.

6. **Director's Report** - The Library Director presented a report dated July 11, 2016 which included attachments giving the Circulation and Patron usage statistics for January through June 2016 and also the annual data for 2015 for comparison purposes. The Director also distributed the Program Statistics for January through June for 2016 that included totals for 2015. The Director discussed that Library will receive \$6,000.00 in "bullet aid" for 2016. In Youth Services, attendance was strong at all of the June youth programs, and the summer registration has been substantial. The Children's Centennial Garden is growing quickly. A Large Print version of the Library's newsletter is now available in the Adult Services Department. This summer's Adult Reading Program includes a raffle for two bicycles and a Target Gift card. In the Circulation Department, Supervisor, Marnie Kelly received an updated map of the Cutchogue New Suffolk Library District from the Town Assessor's Office. She has also created a two page, Large Print version of the Library's Card Application. There was a Staff Meeting on June 22, 2016. The Business Office is preparing for the Library's half year audit, due at the end of our six month fiscal year. The Director also discussed the development of a Library 'Wish List' – which will provide individuals, families, organizations and businesses with a unique way to permanently honor a loved one, bring recognition to a specific entity, or remember someone with a memorial. The Director and Board President will present a final draft of the Strategic Plan at the August 2016 Trustee Meeting. Sarah Campbell made a motion to accept the Director's Report with its attachments, dated July 11, 2016, and include it as an attachment to the June minutes. The motion was seconded by Shannon Simon and was unanimously approved.

7. **Committee Reports**

a. Benefits Committee-Richard Jordan reported that the pension fund as up for the month of June by \$3216.59. The fund is up \$18,111.89 for the year to date (January 1, 2016 through June 30, 2016.)

b. Building and Grounds Committee - Jo Anne Vitiello reported on items currently in progress or completed. The fire extinguishers passed inspection on June 29th. *Briarcliff Sprinklers* repaired a sprinkler head and leak on June 21st. In preparation for a dedication ceremony for Laura Plimpton on July 9th, two all-season Adirondack chairs were purchased at a discounted rate from *Hampton Hearth & Patio* in Southold. The chairs usually retail for \$415, but were sold to the Library for \$325 including assembly and delivery. The Director is considering purchasing a 40 inch round table and 4 chairs from *Hampton Hearth & Patio* at a cost of \$2,076. The set would be of the same polyethylene material and natural color as the Adirondack chairs. *GSM Development, LLC* will begin installing storm windows on the steeple window to replace the current Plexiglass. They will also install the water line for the coffee station. The furniture for the Upstairs Gallery has been ordered and should arrive in about 6 weeks. Next week, the measurements for the custom shelving units will be verified in the Upstairs Gallery by a representative from A.R. Kropp.

c. Finance Committee- There was no report from the Finance Committee.

d. Nominating Committee – There was no report from the Nominating Committee.

e. Policy Committee - The Policy Committee will be meeting on July 29, 2016.

8. **New Business**

. Website Marketing Presentation - Jim Faulknor, from *right now! Inbound Marketing* is the Library's website designer shared information about the newly designed website and how it can benefit the Library. The website can be used to build the number of patrons, raise awareness of the Library and build the Library brand. Additionally, the use of social media by targeting specific patron demographic groups can ultimately bring patrons to Library, increase downloaded materials, and fundraise. There are plans to create video clips to share information and stir up interest. The Director and Mr. Faulknor will meet monthly to analyze web engagement and decide upon current trends in using social media.

a. Northwest Resolutions- The Director presented the Northwest Resolutions, which reflect necessary changes to administrative authorization on the Defined Benefit Plan and the 403 (b) Plan. A motion to approve the resolutions and accept the changes to the Library's Defined Benefit Plan and

403(b) Plan was made by Paula Hepner. Sara Campbell seconded the motion, and it was unanimously approved by the Board.

b. Outside Furniture- The Director presented the Board with photographs and pricing for outside furniture for patrons to use. A motion to grant the Director the approval to purchase outside dining table and chairs with money from the Capital Fund not to exceed \$2,500.00 was made by Paula Hepner, seconded by Barbara Best, and unanimously approved.

c. Board Committees - President Cookie Slade discussed adding a Fundraising Committee to the Board, and asked that each member let her know on which committees they would like to serve for the upcoming year. A discussion followed about the possibility of including a member of the Friends and interested library patrons to Board Committees.

d. Proposed Amendment to Bylaws: Mission Statement - The Library's mission statement has a proposed revision, which the Board discussed and considered. The current mission statement is as follows: *The Mission of our library is to inspire lifelong learning, advance knowledge and **strengthen** the communities of Cutchogue and New Suffolk.* The proposed amendment is as follows: *The Mission of our library is to inspire lifelong learning, advance knowledge and **serve** the communities of Cutchogue and New Suffolk.* Several additional options were suggested and discussed, but not finalized. As the process needs to be carefully considered, it was recommended that any other suggested revisions be sent by e-mail to be discussed at the August Board meeting.

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

10. **Adjournment** - There being no further business before the Board, a motion to adjourn the meeting was made by Paula Hepner and seconded by Sara Campbell. The motion was unanimously approved, and the meeting was adjourned at 9:06 p.m.

Next Trustee meeting: Monday, August 8, 2016 at 7:00 p.m.

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

Respectfully submitted,
Jo Anne Vitiello, Secretary

Approved on _____