

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Minutes of Regular Meeting
Monday, September 12, 2016 at 7:00 p.m.

Present: Trustees Corinne (Cookie) Slade, President; Paula Hepner, Vice President; Richard Jordan, Treasurer; Jo Anne Vitiello, Secretary; Shannon Simon, Noreen McCarthy, and Howard Shields; Jennifer Fowler, Library Director

Absent: Barbara Best, Sara Campbell, 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 7:01 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 Noreen McCarthy. The motion was unanimously approved.
3. **Public Expression-** There were no items for public expression.
4. **Approval of the Minutes-** As some Trustees were unable to attend the August 8th Board of Trustees Meeting, there were comments regarding the work of staff members who have gone above and beyond their duties at the Library, such as Mariella Ostroski in regards to her the assisting with the Upstairs Gallery makeover. A brief discussion ensued regarding recognizing staff members by a formally written "thank you" letter that would be submitted to the staff member's file, as way to honor and thank the employee. Following the discussion, the Secretary presented the Minutes of the August 8, 2016 Board meeting for review and approval. Paula Hepner suggested clarification under 10.b. Committee Appointments, which read, "**The President led a discussion and encouraged the inclusion of Friends members and patrons to participate as committee members with Trustees action as chairpersons.**" It will now read, "**The President led a discussion and encouraged the inclusion of Friends members and patrons to participate as committee members with Trustees serving as chairpersons. This excludes the Policy, Benefits, and Nominating Committees.**" After discussion, 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 - A discussion regarding the report occurred and included the status of New Suffolk School's payment. As no payment had been received, the Director will make an inquiry to the District. After the discussion, the President stated that the Treasurer's Report dated July 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 be voted upon by the Board. In accordance with Robert's Rules of Order, no motion or second is required.
 - b. Multi-Fund Report - This report, dated July 31, 2016, was reviewed and discussed by the Trustees.
 - c. General Warrant - After discussion, a motion was made to approve the General Warrant dated September 12, 2016 by Paula Hepner. It was seconded by Noreen McCarthy and unanimously approved.

- d. Capital Warrant - After discussion, a motion to approve the Capital Warrant dated September 12, 2016 was made by Noreen McCarthy and seconded by Paula Hepner. It was unanimously approved.
 - e. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated August 12, 2016 and August 26, 2016 was made by Richard Jordan and seconded by Jo Anne Vitiello. It was unanimously approved.
 - i. Gross Wages for August 12, 2016 were \$33,904.31
 - ii. Employer Taxes for August 12, 2016 were \$10,931.49
 - iii. Gross Wages for August 26, 2016 were \$33,516.40
 - iv. Employer Taxes for August 26, 2016 were \$10,765.93
6. **Director's Report** - The Library Director presented a report dated September 12, 2016, which included attachments giving the Circulation and Patron usage statistics for January through August 2016, and also the annual data for 2015 for comparison purposes. The Director also distributed the Program Statistics of January through August that included totals for 2016. The Finance and Benefits Committees will meet with Don Boetger, Northwest representative on September 29, 2016 to discuss the Defined Benefit Plan. Recommendations will be made at the October Board meeting. Shannon Simon and Richard Jordan attended an in-depth review of Library financial reports with Business Manager Peg Kaelin, Personnel Clerk Ann Sledjeski, and the Library Director. The Director provided a summary of the Library's Summer Reading Programs. Shannon Simon made a motion to accept the Library Director's Report with its attachments dated September 12, 2016. The motion was seconded Paula Hepner and unanimously approved.
7. **Personnel Report**- The Director informed the Trustees of recent changes to the library staffing. A motion to approve the Personnel Report was made by Noreen McCarthy and seconded by Shannon Simon. The motion was unanimously approved.
8. **Committee Reports**
- a. Benefits Committee - Richard Jordan reported that the starting balance for the Fidelity account as of August 1, 2016 was \$444,351.11, and the ending balance on August 31, 2016 was \$298,953.11. The reduction of the account was due to a purchase of a retirement annuity for a Library participant in the Defined Benefit pension plan on August 24, 2016.
 - b. Building and Grounds Committee - The Library Director reported that many patrons have complimented the new furniture in place in the Upstairs Gallery. She and Mariella Ostroski are shopping for a few accent pieces to complete the project. A new utility cart has been purchased along with "greener" cleaning supplies for our custodian's use. Several staff members went out of their way to alleviate the effects of heavy rains on August 20, 2016. The Community Room was flooded, and staff pitched in to dry items and shop-vacuum the area. Chem-Dry of Suffolk County pumped out extra water and placed fans to dry out the area. Two pumps will be purchased in case of future flooding, but long term solutions are being investigated. The Adult Fiction section has 21 new shelves, which makes space for 420 new books. The Director is seeking proposals to have the stairwell and walls near the elevator painted. Quotes are also being sought for a remodeling of the public restroom on the main floor of the Library. Prior to September 9th, several letters from the Cutchogue

New Suffolk Library sign were vandalized. The letters L, I, R, Y were stolen, and then later found in a bag near the staff entrance on September 9, 2016.

- 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 - Paula Hepner mentioned that the Library’s Mission Statement discussed by the Policy Committee will be discussed further under Old Business.
- f. Fundraising Committee - This committee is just starting out and have plans to create a liaison with the Friends of the Library as goals are developed.

9. Old Business

- a. Library Mission Statement-The Policy Committee created the following version: **The mission of the Cutchogue New Suffolk Free Library is to promote lifelong learning through the acquisition, organization and preservation of information. Lifelong learning is also fostered by offering services that support the community's educational, cultural, recreational, and professional interests.** As the discussion of the committee received further information that suggests revisions to be considered (Pew Study), the committee will revise the statement at its next meeting with the intention of having it in place by the beginning of 2017.
- b. Strategic Plan - The Long Range Strategic Plan with goals and objectives were sent to the Trustees prior to the Board Meeting for review. The Director welcomes the Board’s input. The plan creates guidelines and measurements that we will strive for the next five years. The document will be presented and discussed next month at 6 p.m., prior to the start of the next Library Board Meeting on Monday, October 17, 2016.

10. New Business

- a. Disposal of Equipment - The Director distributed a list of the equipment that has been eliminated during the past year. She answered questions and discussed why some of the items on the list were eliminated. A motion to approve the “Disposal of Equipment” list and include it in the minutes was made by Paula Hepner and seconded by Noreen McCarthy. The motion was unanimously approved. Listed below is the equipment that was disposed of as of September 2016:

2016 Removed											
ID	Brand/Model	Asset Type	Purchase Date	Cost	Location	Service Info	System Info	Node	OpSys	Removal Date	node2
2	PowerEdge T310	computer	11/15/2011	1581.86	server patron	J277VRI			WinS2008R2	4/28/2016	
2016 Removed											
ID	Brand/Model	Asset Type	Purchase Date	Cost	Location	Service Info	System Info	Node	OpSys	Removal Date	node2
6	Lenovo Think Centre A70z AIO	Computer	10/23/2010	699	Mariella (LH)	S1D9351	C2 E7500, 4GB, 320 GB, 19", 2562A7U				
7	Optiplex 755 Core E4500/2.20 GHz	Computer	3/19/2008	533	Opac (repurposed)	B82KXFI	2GB, 80GB, No monitor				

- b. **Staff Development Day** - The Director requested the Board continue Staff Development Day for the second year on Wednesday, December 7, 2016. This is an opportunity to bring the staff together for professional development workshops (For example, topics may include Change; Cooperation, Participation and Learning; Customer Service; Emergencies Preparedness; Health and Fitness; Professional Empowerment; Safety; and Stress). Last year's Staff Development Day was very educational and deemed a success by all that attended. The Director requests that the Library be closed to the public for this event. A motion to approve closing the library on Wednesday, December 7, 2016 in order to hold Staff Development Day was made by Jo Anne Vitiello, seconded by Noreen McCarthy, and unanimously approved.

- c. **2017 Holiday Schedule** - The Board discussed the proposed 2017 Holiday Schedule, which resulted in remaining closed on New Year's Day, opening on January 2, 2017 for normal Library hours, and operating from 1:00 p.m. to 5:00 p.m. on New Year's Eve 2017. A motion to approve the 2017 Holiday Closings Schedule was made by Paula Hepner, seconded by Cookie Slade, and 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 Noreen McCarthy seconded by Cookie Slade, and unanimously approved at 9:33 p.m.

Next Trustee meeting: Monday, October 17, 2016 at **6:00 p.m.**

Upcoming Friends of the Library meeting: Monday, September 26, 2016 at 2:00 p.m.

Respectfully submitted,

Jo Anne Vitiello _____

Approved on: _____