

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Minutes of Regular Meeting
Monday, October 17, 2016 at 6:00 p.m.

Present: Trustees Corinne (Cookie) Slade, President; Paula Hepner, Vice President; Jo Anne Vitiello, Secretary; Barbara Best, Sara Campbell, Shannon Simon, Noreen McCarthy, and Howard Shields; Jennifer Fowler, Library Director.

Absent: Trustees Richard Jordan, Treasurer, Janet Thompson, Friends of the Library President.

1. **Call to Order-** As a quorum was present, the meeting was called to order at 6:09 p.m. by the President
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 Paula Hepner and seconded by Harold Shields. The motion was unanimously approved by all.
3. **Public Expression-** There were no items for Public Expression.
4. **Approval of the Minutes-** The Secretary presented the Minutes of the September 12, 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 Noreen McCarthy. 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 August 31, 2016 will be part of the information provided to the Library's auditor, who upon review of the 2016-17 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. The Director reported that New Suffolk sent in partial payment for the amount due. The 2016-2017 payment has not yet been received, but the 6 month budget is paid in full. The Director will correspond with the District regarding the delayed payment.
 - b. Multi-Fund Report- This report, dated August 31, 2016, was reviewed and discussed by the Trustees.
 - c. General Warrant-After discussion, a motion was made to approve the General Warrant dated October 17, 2016 by Paula Hepner. It was seconded by Sarah Campbell, and unanimously approved.
 - d. Capital Warrant - After discussion, a motion was made to approve the Capital Fund Warrant dated October 17, 2016. The funds were used to purchase accent lighting, side tables, and decorative pieces to complement the new seating in the Upstairs

Gallery. A motion was made to approve the Capital Warrant by Noreen McCarthy, and seconded by Jo Anne Vitiello. It was unanimously approved.

- e. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated September 9, 2016 and September 23, 2016 was made by Paula Hepner and seconded by Noreen McCarthy. It was unanimously approved.
 - i. Gross Wages for September 9, 2016 were \$32,803.43
 - ii. Employer Taxes for September 9 were \$10,584.56
 - iii. Gross Wages for September 23, 2016 were \$32,743.76
 - iv. Employer Taxes for September 23, 2016 were \$10,554.84

6. **Director's Report**- The Library Director presented a report dated October 17, 2016, which included the Circulation and Patron usage statistics for January through September 2016, and also the annual data for 2015 for comparison purposes. The Director also distributed the Program Statistics of January through September that included totals for 2016. The complete Director's Report will be attached to these minutes. A motion to accept the Director's Report and include it as an attachment to the October 17, 2016 minutes was made by Harold Shields, seconded by Sarah Campbell, and unanimously approved.

7. **Personnel Report** -The Director informed the Trustees of recent additions and resignations of Library staff. A motion to approve the Personnel Report was made by Barbara Best and seconded by Paula Hepner. It was unanimously approved.

8. Committee Reports

- a. Benefits Committee - Cookie Slade reported that the Fidelity account increased by \$319.89 for the month of September 2016 and by \$30,145.10 (January 1, 2016 through September 30, 2016.)
- b. Building and Grounds Committee - Sarah Campbell met with the Director on October 4, 2016 to discuss drainage around the building. The Director had the drains clear, which seems to have prevented water from seeping into the basement during the last intense rain. The Director is seeking options for other drainage problems on the east side of the building due to the slope of the ground and gutter issues. The coffee station has been installed and has been in used enthusiastically by our patrons. The Library may be eligible for a New York State Construction Grant to fund some future projects. The Director is currently pricing security cameras, and discussing the remodeling of the staff and public restrooms, and painting needs. The outside lettering for the Library's name will go back up the same as before until another solution is found to prevent anyone from removing them again.
- c. Finance Committee - Harold Shields reported he is seeking ways to help with eliminating the pre-payment penalty of the mortgage.
- d. Nominating Committee- There was no report from the Nominating Committee.
- e. Policy Committee -The Policy Committee met on October 7, 2016. They have worked through half of the Employee handbook, and will give an update at the November Board meeting. Under *Old Business*, the Policy Committee is submitting a proposal to amend the mission statement in the bylaws, to be voted on at the November 14,

2016 Trustee Meeting.

- f. Fundraising Committee- Shannon Simon discussed the new Committee and how to involve the Friends of the Library. The Friends are aware of the new Fundraising Committee. The Director suggested that Cookie Slade, Shannon Simon, Friends President, Janet Thompson, and she meet ahead of the next Friends' meeting to discuss prior to Fundraising opportunities. New roles would need to be considered about who will raise specific funds and how they can be spent. The Friends' mission is to support Library, and meeting together may provide opportunities for them to do so in new ways, as the Fundraising Committee creates its own direction.

9. Old Business

- a. Mission Statement - The Director provided the Trustees with several options for the Library's Mission Statement in advance of the meeting. The options were discussed and resulted in the Policy Committee's proposal as follows, which will be voted on at the next Board Meeting.

The mission of the Cutchogue New Suffolk Free Library is to promote lifelong learning through the acquisition, organization and preservation of information and through offering services in an environment that will support the community's educational, cultural, recreational, and professional interests.

- b. Strategic Plan - The Director provide the Trustees with a copy of the Library's Strategic Plan Draft document. A discussion ensued and questions arose. There was mention of what specifics to include regarding demographics, a description of the location, and how we are a summer community and the patrons increase and decrease as a result. The Director guided the Trustee through the Strategic Plan to review, discuss, and edit the Plan's highlights. Under Goals and Objectives, the discussion led to making specific changes to the Plan, such as possibly hiring a Spanish speaking Library clerk. This opened up the discussion to a broader question of how can we help to others who have specific needs, such as the hearing impaired. The Trustees discussed strategies for the Plan and steered it to encompassing as much as possible. The Trustees discussed whether we should assess and edit the plan yearly, or, once voted on, be cemented for five years. The intention is to complete changes to the Plan by November, vote in December, and have it in place by January 2017. The Director and President will discuss this in the upcoming weeks, sending the Trustees e-mailed edits open for suggestions from all members.

10. New Business

- a. SCLS Draft Budget for Fiscal Year 2017 - The Director provided information regarding next year's SCLS budget in the Board Packet for the Trustees' review. Included along with the draft budget is a cover memorandum explaining some of the income and expense lines and an estimated Member Support Chart. There are several options for Budget Hearing dates that all are welcome to attend. This will be voted on in November.

- b. SCLS Board of Trustees Nominating Caucus- Included in the Board Packet is a letter from Kevin Verbese, Director of SCLS, stating that Barry Latney from Greenport will be running to serve for a full term on the SCLS Board of Trustees for January 4, 2017 through December 31, 2019 after serving a partial term. A nominating meeting is to be held at Floyd Memorial Library on October 19, 2016 at 1:00 p.m.
- c. Challenge to Education Law 259 - The Director included in the Trustees' Board Packet, a letter from Jeremy Johannesen, New York Library Association (NYLA) Executive Director. The letter is an announcement that the NYS Supreme Court has rejected a constitutional challenge to Education Law 259(1) (a), which is used by libraries throughout the state to secure funding. A discussion took place noting that if the case had been lost, it would have affected all free association libraries, but because it was won we are now being asked to donate towards the \$25,000 to cover legal expenses that aided the case. The discussion resulted in a motion by Barbara Best to pay a pro-rata share of the unreimbursed legal expenses. The motion was seconded by Harold Shields, 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 Harold Shields, seconded by Noreen McCarthy, and unanimously approved at 8:21 p.m.

Next Trustee meeting: Monday, November 14, 2016 at 7:00pm.

Upcoming Friends of the Library meeting: Monday, November 21 at 2:00pm.

Respectfully submitted,
Jo Anne Vitiello, Secretary

Approved on: _____