

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Minutes of Regular Meeting
Monday, November 14, 2016 at 7:00 p.m.

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

Absent: 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 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 Noreen McCarthy and seconded by Paula Hepner. 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 October 17, 2016 Board meeting for review and approval. As there were no corrections or additions, a motion to approve the minutes was made by Noreen McCarthy and seconded by Paula Hepner. 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 September 30, 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 September 30, 2016, was reviewed and discussed by the Trustees.
 - c. General Warrant - After discussion, a motion was made to approve the General Warrant dated November 14, 2016 by Barbara Best. It was seconded by Shannon Simon, and unanimously approved.
 - d. Capital Warrant - After discussion, a motion to approve the Capital Warrant dated November 14, 2016 was made by Paula Hepner and seconded by Sara Campbell. It was unanimously approved.
 - e. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated October 7, 2016 and October 24, 2016 was made by Harold Shields and seconded by Noreen McCarthy. It was unanimously approved.
 - i. Gross Wages for October 7, 2016 were \$32,758.57

- ii. Employer Taxes for October 7, 2016 were \$10,567.19
- iii. Gross Wages for October 24, 2016 were \$32,909.68
- iv. Employer Taxes for October 24, 2016 were \$10,568.09

6. **Director's Report** - The Library Director presented a report dated November 14, 2016, which included attachments giving the Circulation and Patron usage statistics for January through October 2016, and also the annual data for 2015 for comparison purposes. The Director also distributed the Program Statistics of January through October that included totals for 2016. The complete Director's Report will be attached to these minutes. A motion to approve the Director's Report was made by Barbara Best, seconded by Noreen McCarthy, and unanimously approved. In connection with the part of the report about donations from patrons, there was a suggestion about thanking patrons publicly for their generosity by posting it on the Library website.
7. **Personnel Report**- The Director notified the Trustees about recent a resignation from a staff member. A motion to approve the Personnel Report was made by Paula Hepner. The report was seconded by Jo Anne Vitiello, and unanimously approved.
8. **Committee Reports**
 - a. Benefits Committee - Cookie Slade reported that the Fidelity account was down by \$3,972.58 for the month of October 2016. The plan was up by \$26,172.52 for the year-to-date (January 1, 2016 - October 31, 2016).
 - b. Building and Grounds Committee - Sarah Campbell reported that the elevator was inspected. Several burned out ballasts were replaced. *Fine Care Landscaping* cleared the garden beds, and prepared them for winter. The storm window replaced by *GSM Development, LLC*. The heating system has not been working properly, and it was found that the igniter is not working correctly. *Kolb* came to fix it, and stated that the boiler control part that needs to be replaced. Although the boiler is fairly new (2008) the repairs are costly. It was suggested that the Director price a new boiler system due to the unreliability of the current system. A few mice have been spotted recently, and an exterminator has placed baited traps. It is suspected that the current reconstruction of the convent next door may be contributing to the recent invasion. The plumber came to repair a clogged sink. The new shelving may be installed around the week of the December 8, 2016. The letters for the sign bearing the name of the Library are ready to be put up, and will be rehung next week.
 - c. Finance Committee - Harold Shields reported that waiting to make a decision on the Defined Benefit Plan may benefit the Library financially in the long run. If the Defined Benefit Plan is terminated, we cannot advise employees of what choice to make regarding their selection of a lump sum payment or purchasing an annuity. The Board can only present them with the options.
 - d. Nominating Committee- There was no report from the Nominating Committee.
 - e. Policy Committee - Paula Hepner reported that the committee has a proposed Mission Statement on the agenda, and the committee will meet on November 22, 2016 to work on the Employee Handbook.

- f. Fundraising Committee - Shannon Simon, Fundraising Committee Chair, held a meeting with Friends' President Janet Thompson, Board President, Cookie Slade, and the Director. They discussed the purpose of the new committee and the Friends' roles in assisting. The meeting included reviewing the Friends' mission statement, and how the Friends decide to allocate money for projects. In the past, the Friends would allocate the money for something big, however going forward, it may not be necessary, as the Library has a Capital Fund for these types of purchases. The first meeting addressed ways in which the Friends can be most helpful to the Library through volunteering to help with Library events, providing financial support, and assisting patrons and designating liaisons to serve on the Fundraising Committee. In addition, there was a discussion about how the Library can help the Friends increase their membership. The conversation is expected to continue at the next Friends' Meeting. As a result of the report, Noreen McCarthy suggested that the Friends consider funding camp-like activities over the summer to engage preschoolers.

9. Old Business

- a. By-laws Change - Mission Statement- The proposed Library Mission Statement is as follows: *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.* A motion to accept the proposed Library Mission Statement was made by Harold Shields, seconded by Noreen McCarthy, and unanimously approved.
- b. Strategic Plan - The plan's revisions were reviewed and discussed with only minor changes suggested. A motion to accept the presented Strategic Plan with its suggested revisions was made by Shannon Simon, seconded by Sara Campbell, and unanimously approved.

10. New Business

- a. 2017 SCLS Budget Vote- A motion to authorize the President to sign the 2017 SCLS Budget was made by Paula Hepner and seconded by Noreen McCarthy. It was unanimously approved.
- b. 2017 SCLS Ballot - Five ballots to elect a trustee to represent the towns of Riverhead and Southold on the SCLS Board were distributed to various Trustees. Barry Latney was the sole candidate listed to serve a term on the Board from January 4, 2017 to December 31, 2017.
- c. 2017 Board of Trustees Meeting Schedule- A motion to approve the Board of Trustees Meeting Schedule with its amendment was made by Harold Shields, seconded by Sara Campbell, and unanimously approved.
- d. Director's Review - Cookie Slade requested the Trustees review and complete the forms she sent for the Director's review by November 23, 2016.
- e. Termination of Defined Benefit Plan - There was a meeting on November 9, 2016 with Don Boetger (*Northwest Representative*), the Director, Cookie Slade, Richard Jordan, Barbara Best, and Ann Sledjeski, regarding the options for terminating the Defined Benefit Plan. Currently, there are four people in the plan who will be affected by the

Board's decision. Don Boetger presented the Committee with three options for the Board to consider: First, to immediately terminate the plan; second, to revisit the discussion in three years as the employees will be closer to retirement age. The last option is to survey the employees in a non-binding survey as to their possible choice if presented with the above options.

11. Executive Session -

- a. At 8:31 p.m., a motion was made by Paula Hepner to go into executive session, for the purpose of discussing an issue related to a refund of medical insurance costs to one employee, and an ethics issue regarding a newspaper article about a board member. The motion was seconded by Barbara Best, and unanimously approved.
- b. Ethics issue – A discussion was held regarding the need for a code of ethics. This matter was referred to the policy committee for consideration and a recommendation.
- c. Medical Insurance Refund – After discussion of the circumstances surrounding an erroneous premium charged to an employee for their health coverage, a motion for reimbursement of health insurance funds overpaid by an employee was made by Noreen McCarthy, seconded by Shannon Simon, and unanimously approved.
- d. A motion to move out of executive session was made by Paula Hepner at 9:29 p.m., seconded by Jo Anne Vitiello, and unanimously approved.

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

3. **Adjournment-** There being no further business before the Board, a motion to adjourn the meeting was made by Paula Hepner, seconded by Jo Anne Vitiello, and unanimously approved at 9:31 p.m.

Next Trustee meeting: Monday, December 12, 2016 at 7:00pm.

Upcoming Friends of the Library meeting: Monday, November 21, 2016 at 2:00pm.

Respectfully submitted,

Jo Anne Vitiello _____

Approved on: _____