

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Minutes of Regular Meeting
Monday, December 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, Barbara Best, Sara Campbell, Jennifer Fowler, Library Director

Absent: Noreen McCarthy, Howard Shields, and 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 Shannon Simon. 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 November 14, 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 Sara Campbell. 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 October 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. A discussion regarding the new coffee machine, including the cost of maintenance, supplies, and sales took place. The Director mentioned that sales are growing as more people have become aware of its existence. One suggestion was made to possibly offer a free cup of coffee to continue to increase awareness of this new addition to the Gallery.

b. **Multi-Fund Report** - This report, dated October 31, 2016, was reviewed and discussed by the Trustees.

c. **General Warrant** - After discussion, a motion was made to approve the General Warrant dated December 12, 2016 was made by Paula Hepner. It was seconded by Barbara Best, and unanimously approved.

d. **Capital Warrant** - After discussion, a motion to approve the Capital Warrant dated December 12, 2016 was made by Richard Jordan and seconded by Paula Hepner. It was unanimously approved. The funds were used for repairs to drywall and drains made by GSM Development, LLC.

e. **Affirmation of Payroll** - After discussion, a motion to affirm the payroll for the pay periods dated November 11, 2016 and November 18, 2016 was made by RJ and seconded by JV. It was unanimously approved.

- i. Gross Wages for November 11, 2016 were \$32,411.88
- ii. Employer Taxes for November 11, 2016 were \$10,439.55
- iii. Gross Wages for November 18, 2016 were \$33,075.60
- iv. Employer Taxes for November 18, 2016 were \$10,769.62

6. **Director's Report** - The Library Director presented a report dated December 12, 2016, which included attachments giving the Circulation and Patron usage statistics for January through November 2016, and also the annual data for 2015 for comparison purposes. The Director also distributed the Program Statistics of January through November that included totals for 2016. A complete copy of the Director's Report will be attached to these minutes. Items that sparked commentary from the Trustees included scheduling a meeting with Don Boetger to inform affected staff members of the Defined Benefit Plan options. A suggestion was made to thank Library benefactors for their generous donations, and to let them know how the funds were allocated. The Director went into detail about the Staff Development Day in regards to workplace safety and the emergency plan. She addressed the training given to the staff in relation to escape procedures. Although the Library has an adequate number of fire extinguishers, the trainer recommended that a few more be purchased because they can be used in case of a fire, and double as a self-defense weapon. The Trustees complimented the video made by the staff at Staff Development Day, and suggested a few ways to improve the Library BLOG. Jenn will start doing an in-house count in 2017 to estimate magazine usage. Patrons are asked to not re-shelve magazines, as staff will collect data from the materials left out. Since circulation has been down, the Director is trying to find out if the number of patron visits has increased. A new "people counter" needs to be purchase to get more accurate results. A motion to approve the Directors Report dated December 12, 2016 was made by Sara Campbell, seconded by Paula Hepner, and unanimously approved.

7. **Committee Reports**

a. **Benefits Committee** - Richard Jordan requested a name change to the Benefits Committee. Going forward it may be more fitting to title it "Retirement Plan Activity" as the committee reports on retirement and 403B accounts, not medical, dental, and vacation items. President Cookie Slade stated that the new title was appropriate going forward. The Fidelity Fund increased by \$4,323.14 for the month of November 2016, and appreciated by \$30,495.66 for the year-to-date (January 1, 2016 - November 30, 2016). There was a recent meeting with Mike Johnson of Northwest and staff to review the 403B plan. No changes were made. There are currently 17 employees in the plan with a total balance of \$335,735.95 as of October 31, 2016. The vested balance is \$232,542.90. Non-participating staff members are

encouraged to consider enrolling in the plan, and the Director will invite Mr. Johnson back to provide staff with their options for the program.

b. Building and Grounds Committee - Sarah Campbell reported that a plumber repaired damage as a result of a clogged toilet. GSM Development was called to investigate a leak that came through the steeple into the Local History Room. Faulty flashing appeared to be the cause. The Director is comparing prices to have the problem fixed, and it is not expected to be very costly. Trustees inquired as to who installed the original flashing, as this is not the first leak, and the window replacement done previously did not solve the problem.

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 reported that the committee met several times in November to prepare the portion of the Employee Handbook that was included in the Board Packet. All Trustees were encouraged to review and comment upon the document. The upcoming work and decisions for the Handbook will affect the work that will be done in January.

f. Fundraising Committee- Shannon Simon recently attended the last Friends' Meeting and will also go to the upcoming meeting on December 19, 2016 at 2 p.m. The committee is looking to collaborate with the Friends in order increase volunteer opportunities, as well as learn more about how the Friends decide to allocate funds for projects. The Director will meet with Janet Thompson, Friends of the Library President, after the next Friends' Meeting to discuss possible future collaborations. Reviewing the Friends' bylaws may provide information about fund allocation.

8. New Business

a. Northwest Resolution- The bank formerly known as Northwest Saving has changed its name to Northwest Bank and the correction will be noted on Library documents. A motion to approve the Northwest Resolution and authorize the Board President to sign it was made by Paula Hepner. The motion was seconded by Shannon Simon and unanimously approved.

b. Northwest Fee Schedule - The Northwest Fee Schedule was presented with no increases. A motion to approve the Northwest Fee Schedule and authorize the Board President to sign it was made by Barbara Best, seconded by Shannon Simon, and unanimously approved.

c. Bylaws Amendment Proposal- The proposal to be voted on at the January 9, 2017 meeting was presented in advance of the meeting. It was discussed to clarify the attendance of Board Members. The amendment states that if Trustees cannot be physically present without reasonable cause, they are expected to attend by phone or electronic means. If there are three or more absences in a 12 month period, it is

cause for dismissal from the Board, and the Trustee will be notified in writing by the Board President. A formal proxy form must be filled out and submitted if the Trustee will not be present in person or electronically. Present Trustees stated their opinions, and the consensus was that a proxy is not like being at a meeting, and not part of a quorum. The proxy form was distributed to all present members at the December 12, 2016 meeting, and will be e-mailed to any absent members. The Bylaws Amendment changes is expected to presented and voted upon at the next Board Meeting.

d. Employee Handbook Policy Amendments-

i. **Vacation time-** The Trustees discussed the language amendments made to the Vacation Time Policy. The language has been trimmed, but none of the policies have changed for the staff. A motion to accept the amendments to the Library's Vacation Time Policy was made Sara Campbell. It was seconded by Shannon Simon, and unanimously approved.

ii. **Health Insurance-** The options for employee health insurance coverage rate increases and the amounts the Library contributes were distributed in advance of the meeting. The Board discussed the options and the impact of increasing costs to the employees. If an employee made up the increases proposed, a future raise would not cover the difference. Trustees weighed all the options very carefully, noting what the Library currently pays and wanting to keep that consistent. The Trustees also wanted to insure that future staff contributions to the plan will be fair to the staff. The Board discussed adding new feature, and a common practice at other libraries, of providing employees a buyback option at the end of the year if they elect to not take coverage, which has the potential to decrease costs to the Library. After collaborating on the choices presented, the Board created another option of the Library paying 90% of the individual premium, and 50% of the family premium, and offering \$1,000 to staff members who do not elect coverage. This option presents the employees with a more affordable and fair contribution. A motion to accept the amendments to the Library's Health Insurance policy was made by Shannon Simon and seconded by Jo Anne Vitiello. The motion was unanimously approved.

e. Trustee Workshop - All trustees were invited to attend the annual SCLS Trustee Workshop with speaker Gerald Nichols on January 18, 2017 at 6:15 P.M. at the Suffolk Cooperative System.

9. Executive Session -

a. A motion to enter executive session to discuss the Director's compensation was made by Paula Hepner, seconded by Richard Jordan, and unanimously approved.

b. Director's Salary - The President distributed a handout showing a range of Directors' salaries at similar sized libraries in the area. The Board felt that aligning the Director's salary to meet comparable salaries in the area was important. As a

result, a motion to increase the Director's salary by 4.81% and continue her healthcare benefits at full coverage was made by Shannon Simon, seconded by Richard Jordan and unanimously approved.

c. A motion to move out of executive session was made Paula Hepner, seconded Cookie Slade, and unanimously approved.

10. Public Expression- There were no items for public expression.

11. 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 10:12 p.m.

Next Trustee meeting: Monday, January 9, 2017 at 7:00pm.

Upcoming Friends of the Library meeting: Monday, January 23, 2017 at 2:00pm.

Respectfully submitted,

Jo Anne Vitiello _____

Approved on: _____