

**CUTCHOGUE NEW SUFFOLK FREE LIBRARY**  
**Board of Trustees, Minutes of Regular Meeting**  
**Monday, August 8, 2016 at 7:00 p.m.**

**Present:** Trustees Corinne (Cookie) Slade, President; Jo Anne Vitiello, Secretary; Barbara Best, Sara Campbell, Shannon Simon, Noreen McCarthy, and Howard Shields; Janet Thompson, Friends of the Library President; Jennifer Fowler, Library Director

**Absent:** Trustees Paula Hepner, Vice President; Richard Jordan, Treasurer

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 Barbara Best. 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 July 11, 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 Barbara Best. 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 June 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 June 30, 2016, was reviewed and discussed by the Trustees.
  - c. General Warrant - After discussion, a motion was made to approve the General Warrant dated August 8, 2016 by Howard Shields. It was seconded by Sara Campbell and unanimously approved.
  - d. Capital Warrant - After discussion, a motion to approve the Capital Warrant dated August 8, 2016 was made by Noreen McCarthy 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 July 1, July 15, and July 29 and was made by Shannon Simon and seconded by Noreen McCarthy. It was unanimously approved.
    - i. Gross Wages for July 1, 2016 were \$32,641.97
    - ii. Employer Taxes for July 1, 2016 were \$10,540.15
    - iii. Gross Wages for July 15, 2016 were \$33,273.60
    - iv. Employer Taxes for July 15, 2016 were \$10,679.75
    - v. Gross Wages for July 29, 2016 were \$33,793.40
    - vi. Employer Taxes for July 29, 2016 were \$10,822.64
6. **Friends of the Library Report** - The Friends of the Library President, Janet Thompson, presented a report covering various topics including the Art Show in the Gallery, Friends Membership, the Annual Book Sale, and Thinking about the Future. There are a total of 178 members who contributed \$8,641. For the year-to-date, the Friends netted \$3,670 from lobby sales and the book sale combined. Sales since 2010 are declining probably due to more people reading with technology instead of hand held

books. The Friends are looking at innovative ways to increase membership in light of the changing reading practices.

7. **Director's Report** - The Library Director presented a report dated August 8, 2016, which included attachments giving the Circulation and Patron usage statistics for January through July 2016, and also the annual data for 2015 for comparison purposes. The Director also distributed the Program Statistics of January through July that included totals for 2016. The Director and the Board President will be scheduling a meeting with the Finance & Benefits Committees and Don Boetger, Northwest representative, to discuss the possible termination of the Defined Benefit Plan. The Committees will then bring their recommendation to the Board at the September meeting. The Director reviewed several financial contributions given to the Library, including \$350 donated by Board President Corinne Slade and her husband to purchase an Adirondack chair for the garden. A Doodle invitation will be sent to invite the Board to an in-depth review and explanation of the Library finances. This will create a greater understanding for newer Trustees. The 3D printer is on loan to the Library for the month of August. Top of the Table is delayed, and will be revamped with the help of the Planning Committee. BNY Mellon will be given back their donation of \$2,000 that was intended to use for the event, and the Director will seek their collaboration for the new event. Youth Services has had a lot of compliments for the variety of programs. Many of the programs were provided with the generous financial support of the Friends, as well as collaboration with neighboring libraries. Noreen McCarthy made a motion to accept the Library Director's Report with its attachments dated August 8, 2016 and include it as an attachment to the August Minutes. The motion was seconded by Harold Shields and unanimously approved.

#### 8. **Committee Reports**

- a. Benefits Committee - Cookie Slade reported that the Fidelity account was up \$10,425.32 for the month of July 2016, and up \$28,537.21 year-to-date (January 1, 2016 - July 31, 2016).
- b. Building and Grounds Committee - Jo Anne Vitiello reported that Briarcliff Sprinklers repaired several broken sprinkler heads. The outside furniture from Hampton Hearth & Patio has arrived, but the table needs to be replaced, as a square one was delivered instead of a round one. It is expected to be delivered during the week of August 7th. The new furniture for the Upstairs Gallery is expected on August 24, 2016 at 7:00 a.m., and the custom shelving unit dimensions were re-measured by Greg Kropp from A. R. Kropp with an expected September installation.
- 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 - Noreen McCarthy reported that the final GIFT and DONATIONS POLICY, GIFTS and DONATIONS AGREEMENT, and the TRIBUTE DONATION FORMs have been completed and are ready to be voted on by the Board. There are other sections of the Library Policy Manual/ Employee Handbook that will continue to be looked at.

#### 9. **Old Business**

- a. Library Mission Statement-The Library Director encouraged discussion of the Mission Statement samples she presented during the Director's Report, as well as e-mailed ideas submitted by Trustees. Developing revisions to the statement will be further discussed by the Policy Committee and presented at the September Board of Trustees Meeting in hopes of being voted on in October, and in place for the new Strategic Plan. Prior to that, any further ideas are welcomed from all the Trustees. Ultimately, a change in the Mission Statement will mean a

change to the Library's Bylaws.

- b. Defined Benefit Plan (DBP)- A discussion ensued regarding an employee of retirement age and therefore will be exiting the DBP. As per the conditions of the Plan, the employee had the option of receiving payment of either a lump sum or an annuity and chose the annuity. Northwest Retirement Services shopped for the best priced annuities with good ratings. The best option is to purchase the annuity from Mutual of Omaha. The employee will begin receiving her benefit in September including a back payment from August.

#### 10. New Business

- a. Library Operation Handbook Policy Amendments- The Policy Committee revised forms for patrons to fill out when they would like to donate gifts, monetary or otherwise, to the Library, or in honor of a patron. Copies of the forms were presented to the Trustees for review and commentary. A motion to accept the Amendments to the Gifts and Donations Policy, Gifts and Donations Agreement, and the Tribute Donation Form was made by Shannon Simon, seconded by Sara Campbell, and unanimously approved.
- b. Committee Appointments - The President led a discussion and encouraged the inclusion of Friends members and patrons to participate as committee members, with Trustees acting as chairpersons. It is a means of including patrons who are eager to assist the Library when there are no open Board positions, and possibly recruit future Trustees when there are upcoming openings. A host of questions about the specific purposes of the new Fundraising Committee was discussed, and the Committee was encouraged to carry the discussion over to their meeting time to brainstorm ideas, keeping in mind the activities can complement the work of the Friends. The new committee appointments are as follows:  
Benefits committee: Richard Jordan (Chair), Cookie Slade  
Buildings and Grounds Committee: Sara Campbell (Chair), Jo Anne Vitiello  
Finance Committee: Harold Shields (Chair), Barbara Best, Richard Jordan  
Nominating Committee: Jo Anne Vitiello (Chair), Shannon Simon  
Policy Committee: Paula Hepner (Chair), Noreen McCarthy  
Fundraising Committee: Shannon Simon (Chair), Barbara Best, Sue Givens (Friends Member)
- c. NYLA Conference Attendance Request- The Director provided the Board with a summary of the NYLA conference taking place in Saratoga Springs. A motion to approve J. Fowler and R. Martilotta to attend the NYLA Conference in Saratoga Springs from November 2 -5, 2016 with reimbursement for registration, travel, lodging, meals, and miscellaneous expenses not to exceed \$1,000 was made by Noreen McCarthy. The motion was seconded by Barbara Best 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 Harold Shields, and unanimously approved at 8:45 p.m.

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

Upcoming Friends of the Library meeting: Monday, September 26, 2016 at 7:00pm.

Respectfully submitted,

Jo Anne Vitiello \_\_\_\_\_ Approved on: \_\_\_\_\_