

**CUTCHOGUE NEW SUFFOLK FREE LIBRARY**  
**Board of Trustees, Minutes of Regular Meeting**  
**Monday, August 14, 2017 at 7:00 p.m.**

**Present:** Trustees Corinne (Cookie) Slade, President; Paula Hepner, Vice President; Richard Jordan, Treasurer; Barbara Best, Secretary; Donna Mayne, Shannon Simon, Sara Campbell, Noreen McCarthy, Harold Shields; Jennifer Fowler, Library Director

**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-** A motion to amend the August 14, 2017 agenda to include, within New Business, discussion of the Code of Ethics, was made by Paula Hepner and seconded by Sara Campbell. The motion was unanimously approved. A motion to adopt the revised August 14, 2017 agenda was made by Shannon Simon and seconded by Donna Mayne. 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 10, 2017 Board meeting for review and approval. A motion to approve the minutes was made by Sarah Campbell and seconded by Shannon Simon. 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, 2017, end of year, will be part of the information provided to the Library's auditor, who upon review of the 2017 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, 2017, was reviewed and discussed by the Trustees.

**c. General Warrant** - After discussion, a motion was made to approve the General Warrant dated August 14, 2017 was made by Noreen McCarthy. It was seconded by Richard Jordan and unanimously approved.

**d. Capital Warrant** - After discussion, a motion to approve the Capital Warrant dated August 14, 2017 was made by Paula Hepner and seconded by Donna Mayne. It was unanimously approved.

**e. Affirmation of Payroll** - After discussion, a motion to affirm the payroll for the pay periods dated July 14, 2017 and July 28, 2017 was made by Shannon Simon and seconded by Richard Jordan. It was unanimously approved.

i) Gross Wages for July 14, 2017 were \$36,491.84.

ii) Employer Taxes for July 14, 2017 were \$11,609.27.

iii) Gross Wages for July 28, 2017 were \$36,081.49.

iv) Employer Taxes for July 28, 2017 were \$11,448.13.

**6. Friends of the Library Report** – The Director delivered a report on behalf of the Friends. Topics reviewed were the Friends finances, annual book sale, art shows in the Gallery and membership.

**7. Director's Report** – The Library Director submitted a copy of her report before the meeting and reviewed the following topics:

- October 21, 2017 NOFO Artists Studio Tour
- Painting Donation
- Additional Wi-Fi for the Upper Level
- Great Give Back – A Day of Community Service
- Library Shoppe
- Library Statistics
- Annual Trustee Workshop slated for Thursday Oct. 5, 2017 from 6:30 to 9 pm in Bellport.

Motion to approve the August 14, 2017 Director's Report was made by Paula Hepner, seconded by Harold Shields and passed unanimously.

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

- a. Retirement Benefits Committee –Richard Jordan reported that the Fidelity account was up by \$4,743.65 for the month of July 2017, and up \$24,045.97 year-to-date (January 1, 2017 – July 31, 2017).
- b. Building and Grounds Committee - Sara Campbell submitted a report reviewing the install of the phone system, the Plant Signs Policy, PSEG Rebate Program, Friends of the Library shelving, and the water bottle filling station.
- c. Finance Committee- had nothing to report.
- d. Nominating Committee- had nothing to report.
- e. Policy Committee – Paula Hepner distributed drafts of the Library Cards policy, Lending Periods, Fines & Fees with proposed amendments for discussion and vote under the New Business section.
- f. Fundraising Committee- Shannon Simon provided a follow-up on her participation in the Book Sale and reviewed ideas for earmarking of funds which the members of the committee, Donna Mayne and Shannon Simon have been discussing.

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

- a. A follow-up discussion was held regarding concerns of staff members resulting from the June 12, 2017 Defined Benefits Plan board decision. Based on the additional information provided by the benefit plan representative, legal limitations and in consideration of the board's fiduciary responsibilities, the board has decided not to take any further action beyond the June 12, 2017 decision.

#### **10. New Business**

- a. Policy Amendments: Pursuant to a recommendation of the Policy Committee, a motion was made by Sara Campbell to amend Section 1.A of the Library Cards policy, to include, as proof of residency or property ownership, a deed clause. The motion was seconded by Shannon Simon and passed unanimously.  
A motion to amend the Lending Periods, Fines & Fees policy, designating a maximum

fine of \$10 for Lawn Games, as suggested by Paula Hepner, was made by Noreen McCarthy, seconded by Donna Mayne and passed unanimously.

**b. Code of Ethics:** Paula Hepner reviewed the methodology and information sources she used in drafting the Code of Ethics for consideration by the board. A vote on the proposal is targeted for next month's meeting.

**c. Assistant Director Position:** The Library Director reviewed the profile of the Assistant Library Director position and her justification of promotion of a current employee to this position. The board discussed the promotion in light of financing and appropriateness.

**d. Committee Membership:** The President proposed the following trustee committee memberships which the trustees enthusiastically approved: Building and Grounds: Sara Campbell, chair. Harold Shields, member. This committee has oversight of anything to do with building improvements and repairs, including its grounds. They make recommendations to the board and the Director.

Investment Committee: Harold Shields, chair, Richard Jordan, member. This was formerly known as the finance committee. They are to investigate different appropriate means of getting more growth from our money within the permissible parameters of our non for profit status.

Nominating Committee: Shannon Simon, chair, Noreen McCarthy, member. This committee proposes a slate of officers and new members to fill vacancies as necessary. They also meet during the year to interview people to prepare for unexpected vacancies and to interest people in the board and/or committee membership.

Policy Committee: Paula Hepner, chair. Noreen McCarthy, member. This committee review existing policies and make recommendations to the board to revise when appropriate and to bring the library into compliance with current standards.

Research (Wishes) and Development: Formerly misnamed the Fundraising Committee. Barbara Best, chair, Shannon Simon, member, Donna Mayne, member. This is a committee with two functions. The research part is to develop a wish list of what the library of our future should have. This includes finding out the cost of the items and a general timeline of when it might be appropriate to acquire. The development part of the committee will look for ways to finance these wishes and how to develop an ingoing donor base or patron base.

All committees shall meet and report to the board on a monthly basis.

**e. NYLA conference:** A motion to approve J. Fowler and R. Martilotta to attend the NYLA Conference in Saratoga Springs, November 8-11, 2017 with reimbursement for registration, travel, lodging, meals and miscellaneous expenses not to exceed \$1,000

was made by Paula Hepner, seconded by Noreen McCarthy and passed unanimously.

**11. Executive Session:** A motion to move to executive session to discuss the Director's salary and benefits was made by Noreen McCarthy, seconded by Richard Jordan and passed unanimously.

A motion to increase the Director's salary by 4% was made by Barbara Best, seconded by Donna Mayne and passed unanimously. This offer will be discussed by the President with Jenn. The contract will start on Sept 1, 2017 and will be in effect until Dec 31, 2020. From Sept 1, 2017- Dec 31, 2017, Jenn will be paid at her current salary. Her raise will go into effect on Jan 1, 2018. This change in date was made to align the contract to the annual evaluation and raise discussion which take place on November for the following year.

A motion to exit executive session was made by Paula Hepner, seconded by Sara Campbell and unanimously approved.

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

**13. Adjournment-** There being no further business before the Board, a motion to adjourn the meeting was made by Sara Campbell, seconded by Noreen McCarthy and unanimously approved at 9:50 p.m.

Next Trustee meeting: Monday, September 18, 2017 at 7:00 pm.

Upcoming Friends of the Library meeting: Monday, September 18, 2017 at 7:00 pm.

Respectfully submitted,  
Barbara Best

Approved on: \_\_\_\_\_