

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Minutes of the Annual Meeting
Monday, September 18, 2017 @ 7:00 p.m.

Present: Trustees Corinne Slade, President; Paula J. Hepner, Vice President; Richard Jordan, Treasurer; Harold Shields, Noreen McCarthy, Sara Campbell; Jennifer Fowler, Library Director

Absent: Trustees Bee Best, Secretary; Shannon Simon, Donna Mayne; Janet Thompson, President of the Friends of the Library. Bee Best provided a proxy to Paula J. Hepner which was provided to the Director who will attach it to the minutes of this meeting when they are approved by the Board.

1. **Call to Order** - As a quorum was present, the meeting was called to order by the President at 7:04 p.m.
2. **Adoption of the Agenda** – The President presented 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 Sara Campbell. 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 August 14, 2017 board meeting for review and approval. Two corrections were offered to the minutes as written:
 - i. to add an outline level in Section 8 for the report of the Buildings and Grounds Committee, and
 - ii. To reword the language in Section 10(a). ~~Paula Hepner made a motion to remove “the Library Cards policy, as suggested by Paula Hepner, to include a “deed” clause,”~~ and to restate it as “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 copy of a deed.” The motion was seconded by Shannon Simon and passed unanimously.” A motion to approve the minutes as revised was made by Paula Hepner and seconded by Richard Jordan. The motion was approved unanimously.
5. **Financial Reports** – The Library Director presented the financial reports for discussion. Questions from the Trustees were entertained and answered.
 1. General Fund Treasurer’s Report – After reviewing the report, the President stated that the Treasurer’s report dated July 31, 2017 will be part of the information provided to the Library’s auditor who, upon review of the 2017 financial records at the end of the year, will create an audited report which will then be voted upon by the Board. In accordance with Robert’s Rules, no motion or second is required.
 2. Multi-Fund Report – This report, dated July 31, 2017, was reviewed and discussed by the Trustees.
 3. General Warrant – After discussion, a motion to approve the General Warrant dated September 18, 2017 was made by Sara Campbell and seconded by Noreen McCarthy. The motion was unanimously approved.
 4. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated August 11, 2017 and August 25, 2017 was made by Noreen McCarthy and seconded by Richard Jordan. The motion was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for the payroll dated August 11, 2017 were \$36,667.97.
 - ii. Employer Taxes for the payroll dated August 11, 2017 were \$11,563.11.

- iii. Gross Wages for the payroll dated August 25, 2017 were \$36,391.61.
- iv. Employer Taxes for the payroll dated August 25, 2017 were \$11,569.47.

- 6. **Personnel Report** - The Director submitted a report indicating that Rosemary Martilotta was promoted to Assistant Director and Victoria Kotula, a part time Library Clerk was terminated. A motion to approve the Personnel Report was made by Harry Shields and seconded by Noreen McCarthy. The motion was unanimously approved.
- 7. **Director's Report** -- The Library Director presented her report which included an attachment giving the circulation and patron usage statistics for January through August, 2017. Also provided was comparative data for 2015 and 2016 and program attendance along with outside group usage for 2015-2017. She included in her report the adult and juvenile summer reading program statistics. The Director presented a short video on the utility of using the Rave Panic Button which is a program and app that was purchased by SCLS for all Suffolk County libraries. The Director reminded Trustees about the trustee workshop coming up on October 5 in Brentwood. Those who would like to attend should sign up now. The Director also reported on the Great Give Back day which is a county-wide library project that will take place on Saturday, October 14, 2017. It is an opportunity for patrons to get involved in a day of community service in Southold Town. A motion to accept the Director's report dated September 18, 2017 and include it as an attachment to the September minutes was made by Harry Shields and seconded by Noreen McCarthy. The motion was unanimously approved.

8. **Committee Reports**

- 1. Investment Committee, Harold Shields, Richard Jordan – Harry Shields reported that the committee did not have a meeting in September and is still looking at investment options. Harry requested updated quotes on the price of three or four annuities in order to see if termination of the plan might be more financially advantageous to the library now, than previously. The Director was asked to contact Northwest and a phone conference will be arranged with the committee members and Don Boetzger at Northwest. Richard Jordan reported on the status of the Fidelity Investment, which showed a balance of \$329,718.89 as of August 31, 2017.
- 2. Building and Grounds Committee, Sara Campbell, Harold Shields – Sara Campbell reported that the library had a number of unexpected flooding and drainage issues. A number of companies have been asked for estimates to resolve the problem. In anticipation of Hurricane Jose's arrival, the Director purchased sandbags and contacted Chem Dry to standby should the basement flood again and their pumps and dehydrators will be needed. The Director will enlist the aid of the SCLS facilities manager in reviewing the proposals. The library purchased a dishwasher to use for sterilizing the children's toys.
- 3. Nominating Committee, Shannon Simon, Noreen McCarthy – Noreen McCarthy reported the committee has not begun looking for candidates to replace Board members whose terms are ending. Board members eligible for a second three year term were reminded they must notify the Nominating Committee 6 months in advance if they are not pursuing reelection.
- 4. Policy Committee, Paula Hepner, Noreen McCarthy – Paula Hepner reported the Committee met on September 11 and finalized a document called the Principles of Stewardship which was distributed in the Board packet for this meeting. She also reported the Code of Ethics, which was distributed in last month's Board packet, will be discussed under Old Business and voted on.
- 5. Research & Development Committee, Barbara Best, Shannon Simon, Donna Mayne – As none of the members of this committee attended the meeting, no report was offered.

9. **Old Business**

- 1. Code of Ethics – Paula Hepner opened the discussion of the Code of Ethics. The President complimented the Policy Committee on its excellent effort to produce this document which she

characterized as outstanding. Paula Hepner described the research that was done by the Committee in preparing the Code and reviewed its purpose and the value it brings to the Library. Grammatical revisions to the proposed Code were made to the last bullet on page 1 (delete “or using” and insert “and not use”) and the last bullet on page 2 (include “Trustees, Director” before “employees,” change “providing” to “provide.” In response to questions raised about whether there should be some consequences if a person did not abide by the Code, and if so, what they should be, the following changes were made to the last sentence on the Disclosure Form: (Delete “~~In signing this document, the undersigned~~” and insert “I” acknowledge receipt of the CNSFL Code of Ethics and agree to abide by the standards of ethical behavior set forth in it.” Add “I further understand that a failure to abide by these standards may result in temporary or permanent loss of position.”) A motion to approve the Code of Ethics, as amended, was made by Harry Shields. The motion was seconded by Richard Jordan and passed unanimously.

10. New Business

1. GOALS – Principles of Stewardship – On behalf of the Policy Committee, Paula Hepner presented the Principles of Stewardship document for the Board’s consideration. It is an effort to provide the new trustees and the Board with a description of their duties and responsibilities and the expectations of them as board members. It will be discussed and voted upon at next month’s meeting.
 2. NoFo Art Tour – The Director handed out flyers for this event and asked Board members to distribute them. She described how the tour was structured, stressed the diversity of the artists participating in the tour and noted that it was going on simultaneously with the Old Town Arts & Crafts Guild’s show on the Village Green.
 3. Strategic Plan Update – The Director presented an extensive PowerPoint analyzing the progress being made to fulfill each of the nine objectives under Goal #1 of the Strategic Plan, which is to Increase Library Services. Patron inquiries are being recorded, questionnaires have been developed and survey boxes have been installed, technology workshops are being offered, the family place project is about to begin, an online GED program will be offered, and BOCES will be giving ESL courses at the library. The Trustees offered suggestions for increasing accessibility, homebound services and cultivating alliances with community organizations to offer programs that support school curriculums. The library has launched a You-Tube channel and is exploring direct broadcast of library programs. The Trustees resoundingly applauded the Director’s presentation and efforts thus far.
 4. Staff Development Day - The Director asked the Board to approve closing the Library for a Staff Development Day for all employees on Thursday, December 7, 2017 to bring the staff together for professional development workshops. Recognizing how successful this was over the past two years, Noreen McCarthy made a motion to approve the request. Sara Campbell seconded the motion and it was passed unanimously.
 5. 2017 Holiday Schedule - The Director distributed a proposed 2018 Holiday Schedule for the Library. A motion to approve the holiday schedule was made by Sara Campbell and seconded by Noreen McCarthy. The motion passed unanimously.
11. **Executive Session** – At 9:30 p.m., a motion was made by Paula Hepner to enter Executive Session, pursuant to Section 105(1)(f) of the Open Meetings Law, for the purpose of discussing matters leading to the removal of a particular person from the Library and for the purpose of discussing matters related to the employment of the Director. The motion was seconded by Richard Jordan and passed

unanimously. With regard to the first matter, the Director described a series of encounters with a library patron whose conduct has had a significant impact on staff. The Director took various actions in response and the Board agreed that the steps taken by the Director were appropriate, reasonable and responsible. With regard to the second matter, which was taken up at 9:46 p.m., the President wished to discuss the Director's compensation package based on the Director having requested that the Board relook not at her salary proposal, which she found satisfactory, but to reexamine the "extras" she put forward. Because three Board members were absent from the meeting, Paula Hepner made a motion to table the matter until October when the full Board can be present. The motion was seconded by Richard Jordan. The motion passed by a vote of 5 in favor (Hepner, Best, Shields, Campbell, Jordan) and 2 opposed (Slade, McCarthy). At 10:10 p.m., Noreen McCarthy made a motion to leave Executive Session. The motion was seconded by Sara Campbell and passed unanimously. The Board went out of Executive Session.

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 Noreen McCarthy and seconded by Sara Campbell. The motion was unanimously approved and the meeting was adjourned at 10:12 p.m.

Next Trustee meeting: Monday, October 9, 2017 at 7:00pm. Upcoming Friends of the Library meeting: Monday, October 23, 2017 at 7:00pm.

Respectfully submitted,
Paula J Hepner for Bee Best, Secretary
Approved on: _____