

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Minutes of Regular Meeting
Monday, November 13, 2017 at 7:00 p.m.

Present: Trustees Corinne (Cookie) Slade, President; Paula Hepner, Vice President; Richard Jordan, Treasurer; Barbara Best, Secretary; Donna Mayne; Noreen McCarthy; Shannon Simon; Rosemary Martilotta, Assistant Library Director; Jennifer Fowler, Library Director

Absent: Sarah Campbell, Harold Shields

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 adopt the October 16, 2017 agenda was made by Shannon and seconded by Paula. The motion was unanimously approved.

3. Public Expression - Librarian Mariella Ostroski was in attendance and had no public expression. A short discussion was held concerning Open Meeting laws and will be researched for further discussion.

4. Approval of the Minutes - The Secretary presented the Minutes of the October 16, 2017 Board meeting for review and approval. A motion to amend the October 16, 2017 minutes to add Rosemary Martilotta, Assistant Library Director was made by Paula Hepner and seconded by Noreen McCarty. The motion was unanimously approved.

- a) General Fund Treasurer's Report - This report, dated September 30, 2017, was reviewed and discussed by the Trustees. In accordance with Robert's Rules of Order, no motion or second is required.
- b) Multi-Fund Report - This report, dated September 30, 2017, was reviewed and discussed by the Trustees.
- c) General Warrant - After discussion, a motion was made to approve the General Warrant dated November 13, 2017 was made by Barbara Best. It was seconded by Noreen McCarthy and unanimously approved.
- d) Capital Warrant – There was no Capital Warrant submitted.
- e) Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated October 6, 2017 and October 20, 2017 was made by Paula Hepner and seconded by Noreen McCarthy. It was unanimously approved.
 - Gross Wages for October 6, 2017 were \$34,391.49.
 - Employer Taxes for October 6, 2017 were \$11,032.12.
 - Gross Wages for October 20, 2017 were \$35,836.03.
 - Employer Taxes for October 20, 2017 were \$11,541.34.

5. Director's Report – The Library Director, Jennifer Fowler, submitted a copy of her report before the meeting. Highlights included the planned November 17, 2017 formal presentation of the ELSA award to Darlene Brush at Brentwood Country Club, and the NoFo Artist Studio tour profit of \$2,724.81.

Jennifer also discussed the closing of the Cutchogue branch of Bridgehampton Branch where the library has a safe deposit box. The library's safe deposit box will be moved to the Southold branch. There are no boxes at the Mattituck branch. Director and Business Manager have access to the keys. The Board President asked the **Director** to provide the current inventory and method by which a member of the board could gain access in the event the Director and Business Manager were not available.

The Director's Report also includes a list of meetings that the Director attended over the past month.

The Assistant Director spoke about an upcoming transgender workshop and a hands-on team-building session planned for next month's staff development day.

A motion to approve the Director's report was made by Barbara Best and seconded by Donna Mayne. The motion was unanimously approved.

The director reviewed the library statistics, questions were entertained and answered.

6. Personnel Report

The Personnel Report was reviewed and discussed. Catlin Jacobs began her role as Children's library clerk as of November 1, 2017. Theresa Maritato resigned as of November 18, 2017. Ann Sledjeski was promoted to Business Manager. On November 1, Margaret Kaelin started her new role as Business Assistant/Library Clerk.

A motion to approve the Personnel report was made by Donna Mayne and seconded by Shannon Simon. The motion was unanimously approved.

7. Committee Reports

Investment Committee - Richard Jordan reported that the balance of the Fidelity account, which funds the Defined Benefits Plan, increased by \$4,536.50 for the month of October 2017, with a YTD (January 1, 2017 – October 31, 2017) balance of \$338,156.19.

A copy of a letter from Northwest Bank was distributed. The letter states that Northwest Retirement Services as of December 8, 2017 would no longer be a wholly-owned subsidiary of Northwest Bank and that Don Boetger will assume ownership of Boetger Retirement Plan Services. Richard Jordan will contact Don Boetger to find out more about how this change will impact the library's retirement plan.

Retirement Benefits Committee – Richard Jordan reported that he would continue work on re-examining the terms of the Defined Benefit Plan and its termination costs. As discussed at last month's CNSL Trustee meeting, he had identified a possible way to improve the potential impact on plan participants and the library. There is a significant "insurance premium" cost being incurred for insuring the risk related to the period of time that participants remain undecided as to whether to get a monthly benefit at age 65 or then cash out via lump sum. Elimination of this premium cost by

reducing normal retirement age to 63 will be examined. Further details outlining the potential impact on plan participants as well as costs to amend the Plan will be prepared for the next meeting.

This topic will also be discussed in the upcoming, yearly review of Defined Contribution Option is to be scheduled in December.

Building and Grounds Committee – Rosemary discussed repair, prevention measures and improvements that have been done and additional work to be done as a response to the recent drainage issues. In addition to the garden work that was completed in preparation for winter, she reviewed the renovation of the outdoor bench, the custom shelving storage and new flooring to be installed in the entryway and lobby area.

Nominating Committee – Shannon Simon reported that she has begun discussions with a potential candidate and will provide more information at next month's meeting.

Policy Committee – Paula Hepner reported that Safety Plan will be discussed under New Business and that the Policy Committee will be meeting on Nov 14 to discuss the board's self-assessment process.

The board discussed the development of a set of standards to be used for conducting the evaluation of the Library Director. Paula Hepner proposed the board revisit the prior decision that was made that the process be left to each Trustee Board President. This will be discussed again during next month's CNSL Trustee Meeting.

The Board Training Packet will be discussed in December.

Research and Development Committee – Donna Mayne and Barbara Best provided an update from the two meetings held on November 9 and November 13, 2017. Main topics concern program and event space. Data is being collected related to event spaces currently in use, potential real estate purchase, moveable shelving and wall units, parking, leasing possibilities, current and future collaboration opportunities, and contact information is underway. The information will be gathered, shared, and discussed collaboratively with staff, Friends, and Trustees to decide priorities and assess next action steps. Mariella Ostroski informed the attendees of common interests and goals she is continuing to foster with the Historical Society.

Paula Hepner proposed the addition of mirrors and to the walls of the basement event room for the movement classes and a method to cover them for other events held there.

8. New Business

a. Safety Action Plan: Members of the library staff formed a Safety Committee and are finalizing the library's Safety Action Plan. The plan received feedback based on a review with the Policy Committee. A copy was distributed at this Trustee meeting. A motion to approve the Safety Action Plan was made by Donna Mayne and seconded by Shannon Simon. The motion

was unanimously approved.

b. 2018 SCLS Budget: The Director and Assistant Director discussed the SCLS and that the cost alone of the Poster Printing service they provide more than balances out the cost of the service. The President also remarked on the value of SCLS services. A motion to approve the SCLS Budget was made by Donna Mayne and seconded by Noreen McCarthy. The motion was unanimously approved.

9. Public Expression

There was no public expression.

10. Executive Session: A motion 8:38 pm to move to executive session to discuss Personnel issues was made by Noreen McCarthy, seconded by Paula Hepner and passed unanimously. This was an informational session and no motions were entertained.

A motion to exit executive session was made at 9:08 by Donna Mayne, seconded by Noreen McCarthy and unanimously approved.

11. Adjournment- There being no further business before the Board, a motion to adjourn the meeting was made by Richard Jordan, seconded by Noreen McCarthy and unanimously approved at 9:10 p.m.

Next Trustee meeting: Monday, December 11, 2017 at 6:00 pm.

Upcoming Friends of the Library meeting: Monday, November 20, 2017 at 7:00 pm.

Respectfully submitted,
Barbara Best

Approved on: _____