

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Minutes of Regular Meeting (Amended)
Monday, January 22, 2018 at 7:00 p.m.

Present: Trustees Corinne (Cookie) Slade, President; Richard Jordan, Treasurer; Barbara Best, Secretary; Donna Mayne; Noreen McCarthy; Shannon Simon; Harold Shields; Rosemary Martilotta, Assistant Library Director; Jennifer Fowler, Library Director; Janet Thompson, Friends

Absent: Paula Hepner, Vice President; Sarah Campbell

Proxies: Signed forms from absentees appointing Cookie Slade as proxy for the purposes of this meeting are attached as an addendum to these minutes.

1) Call to Order

As a quorum was present, the meeting was called to order by the President at 6:57 p.m.

2) Adoption of the Agenda

A motion was made by Barbara Best to change the order of the second Public Expression to before the Executive Session. A motion to approve the amended January 22, 2018 agenda was made by Harold Shields and seconded by Richard Jordan. The motion was unanimously approved.

3) Public Expression

Local History Librarian Mariella Ostroski was in attendance and had no public expression.

4) Approval of the Minutes - The Secretary presented the Minutes of the December 11, 2017 board meeting for review and approval. A motion to amend the December 11, 2017 minutes was made by Richard Jordan and seconded by Shannon Simon. The motion was unanimously approved.

5) Financial Reports

a) General Fund Treasurer's Report

Two reports, dated November 30, 2017, and December 31, 2017 were reviewed and discussed by the Trustees. In accordance with Robert's Rules of Order, no motion or second is required.

b) Multi-Fund Report

Two reports, dated November 30, 2017 and December 31, 2017, were reviewed and discussed by the Trustees.

c) General Warrant - After discussion, a motion was made to approve the General Warrant dated January 22, 2018. The motion was made by Barbara Best. It was seconded by Donna Mayne 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 December 1, 2017, December 15, 2017 and December 29, 2017 was made by Barbara Best and seconded by Harold Shields. The motion was unanimously approved.

- Gross Wages for December 1, 2017 were \$36,906.58.
- Employer Taxes for December 1, 2017 were \$11,904.02.
- Gross Wages for December 15, were \$37,263.43.
- Employer Taxes for December 15, 2017 were \$12,095.68.
- Gross Wages for December 29, 2017, were \$36,563.92.
- Employer Taxes for December 29, 2017, were \$11,828.99.

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6) Friends of the Library

Janet Thompson distributed and reviewed the Friends' Annual Report to the Board of Trustees. Topics covered included art exhibits, Wind Down Friday events, book sales, membership, gifts to the library, and a special Thank You to Jennifer Fowler and Rosemary Martilotta.

7) Director's Report

The director reviewed the library statistics. Questions were entertained and answered. Topics covered included a reminder to complete the Board Assessment survey, library statistics, noting a 30% increase in electronically downloaded materials, meetings attended, and youth services planning. The complete report was distributed as part of the meeting packet. A motion to approve the Director's report dated January 22, 2018, was made by Harold Shields and seconded by Noreen McCarthy. The motion was unanimously approved. 8) Committee Reports

a) Investment Committee

Richard Jordan reported that the balance of the Fidelity account, which funds the Defined Benefits Plan, increased by 3,051.73 for the month of December 2017, with a YTD (January 1, 2017 – December 31, 2017) balance of \$347,404.92.

Other matters related to personnel were deferred for discussion in Executive Session.

b) Building and Grounds Committee – Rosemary Martilotta presented the report. Topics included the lobby renovations and lockable closet doors in the meeting room.

c) Nominating Committee

Shannon Simon reported that she spoke to 2 potential candidates. Only one may consider a position in a few months and the other is not able to commit at the present time. Additional candidates are being proposed and contacted. The President reminded Harold Shields and Barbara Best to submit in writing their intent to renew their second terms.

d) Policy Committee – The Policy Committee had nothing to report. Board President Cookie Slade reviewed the proposal to institute an Executive Committee to be discussed in the future.

e) Research and Development Committee – Shannon Simon reviewed her visit to the library with designer Eileen Santora on December 12. After considering options, Rosemary Martilotta and Mariella Ostroski proposed to re-shelve the periodicals and oversized books. The committee will reach out to Rosemary for additional proposals for addressing the library's space issues.

9) Old Business

a) Board Assessment Tool – The next review of this topic is pending submission of the survey by remaining Trustees.

b) 2018-19 Budget Proposal

The Director reviewed the formula for calculating the legally allowable tax that can be levied without

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exceeding the tax cap. Following this, she showed the proposed 18-19 budget alongside previous year approved and actual budget figures. A full and a part-time position are being opened to cover duties currently being fulfilled by Rosemary who will be assuming the Director position. The budget includes funds slated for a conservation project to be managed by Mariella Ostroski, Linda online courses, and professional development, especially in technical areas. Average Home Values and Assessments for Cutchogue and New Suffolk were also reviewed.

A motion to approve the 2018-19 budget as presented and authorize the Director to notify the Mattituck-Cutchogue and the New Suffolk school districts was made by Harold seconded by Barbara and passed unanimously.

The Director and Trustees additionally discussed pros and cons of late charge fee assessment. Discussion also included the overhead incurred by the processes of collecting fees and re-instating the option to revoke library privileges of patrons who have failed to return overdue materials.

10) New Business

a) Opening Motions

A motion to approve the opening motions resolution of the Cutchogue New Suffolk Free Library Board of Trustees Dated January 22, 2018 was made by Donna Mayne, seconded by Noreen McCarthy and passed unanimously.

This is the list of financial and insurance services to be approved. An amendment can be made later if changes are needed.

b) Contingency CD Maturation (PUB)

A motion to renew the PUB CD for 7 months at a rate of 1% was Made by Barbara Best and seconded by Shannon Simon. The motion passed unanimously.

c) M&T Checking Account

A motion to close the Library's M&T Bank Account and transfer the funds to a BNB 7-month CD at an interest rate of 1% was made by Harold Shields and seconded by Noreen McCarthy. The motion passed unanimously.

d) Removal of Equipment

A motion to approve the disposal of equipment request as put forth by the Director was made by Donna Mayne and seconded by Noreen McCarthy. The motion passed unanimously.

e) Director Attendance at Library Advocacy Day

A motion to approve the attendance of the Library Director to Library Advocacy events in Albany February 27-28, 2018 with reimbursement for registration and travel expenses not to exceed \$500 was made by Shannon Simon, seconded by Richard Jordan. The motion passed unanimously.

11) Public Expression – Mariella Ostroski thanked the board on behalf of herself and the rest of the staff for its due diligence in interviewing and selecting the new Director.

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12) Executive Session

A motion to move to executive session to discuss personnel compensation history matters was made by Richard Jordan, seconded by Shannon Simon and passed unanimously.

A motion to terminate the defined benefit plan as of the earliest date possible was made by Richard and Noreen. The motion passed unanimously.

A motion was made by the Board of Trustees to offer the position of Library Director to Rosemary Martilotta. The board is extending an offer letter stating terms of the probationary period, salary, benefits and other employment details of the position. The probation period will begin February 5, 2018. The motion was made by Barbara Best and seconded by Shannon Simon. The motion passed unanimously.

A motion to exit executive session was made at 8:51 by Noreen McCarthy, seconded by Donna Mayne and was unanimously approved.

13) 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 8:52 p.m.

Next Trustee meeting: Monday, February 26, 2018 at 7:00 pm.

Upcoming Friends of the Library meeting: Monday, Monday, February 12, 2018 at 7:00 pm.

Respectfully submitted,

Barbara Best

Approved on: January 22, 2018

Amended Approval: