

**CUTCHOGUE NEW SUFFOLK FREE LIBRARY**  
**Board of Trustees, Minutes of Regular Meeting**  
**Monday, April 17, 2017 at 7:00 p.m.**

**Present:** Trustees Corinne (Cookie) Slade, President; Paula Hepner, Vice President; Richard Jordan, Treasurer; Jo Anne Vitiello, Secretary; Barbara Best (by phone), Sara Campbell, Shannon Simon, Noreen McCarthy, and Howard Shields; Jennifer Fowler, Library Director

**Absent:** Janet Thompson, Friends of the Library President

1. **Call to Order-** As a quorum was present, the meeting was called to order by the President at 6:58 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 Paula Hepner. 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 March 13, 2017 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 Paula Hepner. 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 February 28, 2017 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. As a follow up to last month's discussion, the Director reported that New Suffolk School has paid a significant portion of their bill.
  - b. Multi-Fund Report - This report, dated February 28, 2017, was reviewed and discussed by the Trustees. The Director reported that last month, Capital One Bank offered the Library a business savings account with a 1% interest rate. The Board of Trustees made a motion to transfer \$249,999.00 currently at M&T Bank to Capital One Bank. During the process of preparing the paperwork for this transfer, Capital One Bank reneged on the offer stating that they had mistakenly offered us this rate. Currently, they are not allowing libraries or other government agencies to open business saving accounts. The money will remain at M&T Bank; we will continue to explore options for a better rate.
  - c. General Warrant - After discussion, a motion was made to approve the General Warrant dated April 17, 2017 by Sara Campbell. It was seconded by Noreen McCarthy and unanimously approved. The discussion informed the Trustees that new passes for the Intrepid and Vanderbilt Museum are now offered to patrons instead of Safari Adventure and the aquarium in Riverhead.
  - d. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated March 10 and March 24, 2017 was made by Richard Jordan and seconded by Noreen McCarthy. It was unanimously approved.
    - i. Gross Wages for March 10, 2017 were \$35,257.51.

- ii. Employer Taxes for March 10, 2017 were \$11,439.22.
- iii. Gross Wages for March 24, 2017 were \$35,115.76.
- iv. Employer Taxes for March 24, 2017 were \$11,446.26.

6. **Director's Report** - The Library Director presented a report dated April 17, 2017, which included attachments giving the Circulation and Patron usage statistics for January through March 2017, and also the annual data for 2016 for comparison purposes. The Director also distributed the Program Statistics of January through March 2017 that included totals for 2015 and 2016.

- The staff met with Don Boetger regarding their options for the possible termination of the Defined Benefit Plan. The four participants in the Defined Benefit Plan will receive election forms in early May. At that time, they will need to decide if they will select the lump sum or annuity option. Once we know their choices, Northwest Retirement Services will inform us what the cost will be to the library. The participants have been informed that the Board may choose to not terminate the Plan if it is in the best interest of the Library. If the Board chooses to proceed with the termination, participants may expect their payout at the end of June, early July.
- A Budget Hearing took place on March 22, 2017 with two community members in attendance. On Tuesday, April 4, 2017, the Budget Vote was passed 84-19. (After reviewing these results, the Director was congratulated for her efforts and positive voting results by President Cookie Slade.)
- Friends President, Janet Thompson invited the Board to a Friends of the Library "Come and Wind Down" event on Friday, April 28, 2017 at 5:00 pm in the Upstairs Gallery.
- A trustee workshop on Shelter Island was attended by Trustees Shannon Simon and Barbara Best. It was led by Kevin Verbesey.
- On March 21, 2017, Local History Librarian, Mariella Ostroski attended the Rotary Club of Greenport and gave a presentation about the variety of wonderful programs at the library.
- The Director and Librarian R. Martilotta will be attending a 2-day workshop, April 25-26, 2017 at SCLS. The Community Tool Box Workshop is a free online resource that will help us evaluate and assess success with outreach efforts as well as provide planning tools and a game plan for community engagement.
- There are newly designed library cards available which include a photograph of the Library and the Library's new logo.
- The Library's Emergency Action Committee is composed of Rosemary Martilotta, Peg Kaelin, Darlene Brush, Diane Pautke, and Pat Haggerty. They have created a first draft of the Safety Action Plan. Emergency contacts, basic building command structure, evacuation routes and procedures, floor warden protocol, hazards and threats that the Library staff and patrons may face, and how to react are all topics covered in the plan that provide a framework, intended to be revised annually.
- The Library will hold CPR/AED Training on June 1, 9:00-1:00 PM. Participants will receive American Heart Association certification, which is good for two years.
- On March 27, 2017, the Library held an Active Shooter Workshop led by Deputy Inspector Michael Romagnoli (Commanding Officer, Homeland Security and Criminal Intelligence Bureau, Suffolk County Police Department) and Detective Steve Harned from the Town of Southold Police Department. There were approximately 30 people in attendance.

- The Browsealoud software has been installed on the Library's website. This tool makes our website accessible to those who require online reading support by providing screen reading and website translation. This software is helpful to users who have access challenges – including vision impairment, attention and focus disorders, dyslexia, and language barriers.
- Mignon Osmer attended “Public Libraries: A Vital Place for Family Engagement” at SCLS on March 21, 2017 and learned ways to attract families to our library to further the idea of the “community” library.
- The annual Library Spring Egg Hunt was held on Saturday, April 1, 2017 for patrons of all ages to hunt for 700 filled eggs (a special thank you to the Pages for filling the eggs!) with Spring Refreshments following in the meeting room.
- A motion to approve the Director's Report dated April 17, 2017 was made by Harold Shields, seconded by Shannon Simon, and unanimously approved.

## 7. Committee Reports

- Benefits Committee - Richard Jordan reported that the Fidelity account was up \$257.27 for the month of March 2017, and up \$11,968.42 for the year to date (January 1, 2017 to March 31, 2017.)
- Building and Grounds Committee - Sarah Campbell reported that *Kolb* replaced the HVAC condenser fan unit on the library's air conditioner at \$983. Briarcliff serviced and prepared the library's sprinkler system for the season. The Director has scheduled painters to provide estimates for painting parts of the interior, repairing the flashing on the steeple, and scraping and painting the fire escape staircase on the east side of the building. Some new furniture is being ordered for the front desk, Local History Room, and Technical Services area. The Director is pricing a new phone system because the current phones system company, Avaya, is going out of business. The Director is also seeking to replace all library lighting to take advantage of a PSEG rebate program. Estimates are being sought for a new water filling station that may be installed near the coffee machine so that patrons may refill their water bottles and “go green.”
- Finance Committee - There was no report from the Finance Committee.
- Nominating Committee- Jo Anne Vitiello reported that Nominating Committee will be conducting a search to fill an upcoming Trustee position on the Board and requested names of possible candidates from the Board members in addition to several that have already been provided.
- Policy Committee - Paula Hepner reported that the Policy Committee has completed the new Employee Handbook, which has been made available to the Trustees.
- Fundraising Committee- Shannon Simon stated that a meeting will be planned, and that volunteers for the committee are being sought. She has attended the Friends' meetings and plans to go the upcoming East End Friends' meeting in Bridgehampton along with the Director and four Friends' members.

## 8. New Business

- NYS Annual State Report- This will be done next month.
- Dental Insurance- The Director provided the Trustees with a spreadsheet of dental insurance monthly costs to make comparisons between the current provider, United Concordia, and Delta

Dental, who has approached libraries with their plan. The cost to the library for either plan is comparable, but Delta Dental provides coverage for orthodontics, at only a slightly higher cost to employees. Additionally, there is a higher annual maximum of \$2,500 allowed with Delta Dental as opposed to \$1,000 with United Concordia. A motion to change the employees' dental insurance plan with United Concordia to Delta Dental was made by Harold Shields, seconded by Paula Hepner, and unanimously approved.

- c. Removal of Equipment- A motion to approve disposal of equipment was made by Sara Campbell. It was seconded by Noreen McCarthy and unanimously approved. A list of the equipment follows.

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

10. **Adjournment**- There being no further business before the Board, a motion to adjourn the meeting was made by Barbara Best, seconded by Noreen McCarthy, and unanimously approved at 7:59 p.m.

Next Trustee meeting: Monday, May 8, 2017 at 7:00pm.

Upcoming Friends of the Library meeting: Monday, April 24, 2017 at 7:00pm.

Respectfully submitted,

Jo Anne Vitiello \_\_\_\_\_

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