

**CUTCHOGUE NEW SUFFOLK FREE LIBRARY  
Board of Trustees, Minutes of Regular Meeting  
Monday, December 11, 2017 at 7:00 p.m.**

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

1. **Call to Order-** As a quorum was present, the meeting was called to order by the President at 7:17 p.m.
2. **Adoption of the Agenda** – A motion was made by Barbara Best to amend the agenda to include Executive Session. The motion was seconded by Noreen McCarthy and passed unanimously. A motion to approve the amended December 11, 2017 agenda was made by Barbara Best and seconded by Shannon Simon. The motion was unanimously approved.
3. **Public Expression** - Librarian Mariella Ostroski was in attendance and had no public expression.
4. **Approval of the Minutes** - The Secretary presented the Minutes of the November 13, 2017 Board meeting for review and approval. A motion to amend November 13, 2017 minutes was made by Richard Jordan and seconded by Paula Hepner. The motion was unanimously approved.
5. **Financial Reports**
  - a) General Fund Treasurer’s Report - This report, dated October 31, 2017, was reviewed and discussed by the Trustees. The Director, Jennifer Fowler, will contact the school districts to ask about the fund distributions which have not been received yet. In accordance with Robert’s Rules of Order, no motion or second is required.
  - b) Multi-Fund Report - This report, dated October 31, 2017, was reviewed and discussed by the Trustees.
  - c) General Warrant - After discussion, a motion was made to approve the General Warrant dated December 11, 2017 was made by Paula Hepner. 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 November 3, 2017 and November 17, 2017 was made by Richard Jordan and seconded by Shannon Simon. It was unanimously approved.
    - Gross Wages for November 3, 2017 were \$35,304.21.
    - Employer Taxes for November 3, 2017 were \$11,369.10.
    - Gross Wages for November 17, were \$36,196.96.
    - Employer Taxes for November 17, 2017 were \$11,665.33.
6. **Director’s Report** – The Director, Jennifer Fowler, submitted a letter announcing that she has accepted a new position offer. Although her formal end date is stated as February 2 Jennifer is willing to help out in the following 2 week period if needed for transition. The Trustees

congratulated Jennifer on her new career opportunity. Highlights of the Director's report included CNSFL's attainment of Library Journal's 2017 5-star Library rating. The Director also:

- reviewed and submitted the Safe Deposit Box information for the Board's consideration. As noted last week, the Cutchogue branch of Bridgehampton Bank is closing and the safe deposit box will be moved to the Southold branch.
- provided an overview of the Staff Development Day, the trans-gender staff training session, and a list of meetings that the Director attended over the past month.
- discussed the Library statistics, questions were entertained and answered.

A motion to approve the Director's report was made by Richard Jordan and seconded by Shannon Simon. The motion was unanimously approved.

## **7. Committee Reports**

- a. Investment Committee** - Richard Jordan reported that the balance of the Fidelity account, which funds the Defined Benefit Plan, increased by \$6,197.00 for the month of November 2017, with a YTD (January 1, 2017 – November 30, 2017) balance of \$344,353.19.

Richard Jordan also provided his updates on the terms of the Defined Benefit Plan and termination cost options. Richard reported that he made several attempts to follow up with Don Boetger with no response until he decided to contact Mike Johnson. Richard's assessment of the information finally received from Don was that it was inconsistent with his own research. Among Richard's findings was that the cost of insurance risk saved by reducing the normal retirement age from age 65 to age 63 would be exceeded by the cost of additional 2 years of premium payments. He noted that previous information received from Don and calculations done based on known factors at the time also did not include the pending increase in 2018 mortality adjustments.

Richard also reminded the board of the disappointing events of the 2008 financial downturn, which resulted in freezing of the plan and leaving the staff with unfulfilled expectations with regards to their benefits.

The Board discussed the adverse impact of further prolonging the topic of the plan termination and that ending the plan would be considered in the next meeting.

- b. Building and Grounds Committee** –No report.
- c. Nominating Committee** – Shannon Simon reported that she has begun discussions with 4 potential candidates and will provide more information at next month's meeting. The Trustees are asked to provide any further recommendations and input.
- d. Policy Committee** – Paula Hepner reported that the committee met 4 times over the past month. The committee has reviewed the sick time policy and has proposed amendments. Harold Shields reminded the trustees of a new law that will be in effect as of January 1, 2018. The law was discussed in context with the sick time policy amendment. As the proposed amendment relates

to the scenario where an employee has utilized all of his/her available sick time, there was general agreement that the law does not pertain. However Paula will review the text of the law and provide an update in the January meeting.

The committee met on November 14 to discuss the Board's self-assessment process and have drafted a self-assessment document. The trustees will each fill out the assessment and will discuss the document and the process at the January meeting.

- e. Research and Development Committee – The committee submitted a separate report about the different areas of event space research in progress including flexible shelving, collaboration with other organizations on events & venues, real estate purchase and related financing and parking space expansion. Eileen Santora will be meeting with the R&D Committee members and Library staff on Dec 12, 2017 at 1 pm to evaluate and provide recommendations for flexible shelving alternatives.

**8. Old Business** – There was no old business to discuss.

**9. New Business**

a. 2018-19 Budget Draft

The Director reviewed Tax Cap figures and method for calculating the maximum tax levy allowed without exceeding the cap. She also reviewed approved and actual revenues and expenditures from 2014 – 2017 and proposals for 2018-2019 as well as the Cutchogue Tax Rate Formula that would show town residents their estimated Library increase amounts based on their home assessment.

b. Board Assessment Tool – As discussed above, the trustees will each fill out the assessment and will discuss the document and the process at the January meeting.

c. Sick Time Policy Amendment – A motion to adopt the sick time policy amendment was made by Sara Campbell and seconded by Shannon Simon. The motion passed unanimously.

**10. Public Expression:** Mariella Ostroski expressed her desire for the Board to terminate the Defined Benefit Plan and rationale for putting any further deliberations to rest.

**11. Executive Session:** A motion was made at 8:47 pm to move to executive session to discuss employment history of the Director was made by Richard Jordan, seconded by Noreen McCarthy and passed unanimously. This was an informational session and no motions were entertained.

A motion to exit executive session was made at 9:15 by Shannon Simon, seconded by Sara Campbell and was unanimously approved.

**11. Adjournment** – There being no further business before the Board, a motion to adjourn the meeting was made by Paula Hepner, seconded by Noreen McCarthy and unanimously approved at 9:19 p.m.

Next Trustee meeting: Monday, January 22, 2018 at 7:00 pm.

Upcoming Friends of the Library meeting: Monday, Monday, January 8, 2018 at 7:00 pm.

Respectfully submitted,

Barbara Best

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