

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

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

Absent: Paula Hepner, Vice President; 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 7:00 p.m.
2. **Adoption of the Agenda** - The President reviewed the amended Agenda that had been distributed in advance of the meeting. A motion to adopt the agenda was made by Sara Campbell and seconded by Richard Jordan. 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 January 9, 2017 Board meeting for review and approval. As there were no corrections or additions, a motion to approve the minutes was made by Harold Shields and seconded by Noreen McCarthy. 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 December 31, 2016 will be part of the information provided to the Library's auditor, who upon review of the 2016 records, 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.
 - b. Multi-Fund Report - This report, dated December 31, 2016, was reviewed and discussed by the Trustees. The Director discussed that she is shopping for a more attractive interest rate for the Suffolk County National Bank CD, which expires on February 18, 2017.
 - c. General Warrant - After discussion, a motion was made to approve the General Warrant dated February 13, 2017 was made by Noreen McCarthy. It was seconded by Shannon Simon, and unanimously approved.
 - d. Capital Warrant - After discussion, a motion to approve the Capital Warrant dated February 13, 2017 was made by Barbara Best and seconded by Noreen McCarthy. It was unanimously approved. This warrant includes the installation of the shelves in the Upstairs Gallery by F. E. Hale Manufacturing Company. As the shelving is a joint venture with the Cutchogue - New Suffolk Historical Council, a partial reimbursement of \$11,000 is expected to offset the costs.

- e. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated January 13 and January 27, 2017 was made by Harold Shields and seconded by Noreen McCarthy. It was unanimously approved.
 - i. Gross Wages for January 13, 2017 were \$33,410.72
 - ii. Employer Taxes for January 13, 2017 were \$11,509.25
 - iii. Gross Wages for January 27, 2017 were \$33,715.55
 - iv. Employer Taxes for January 27, 2017 were \$11,005.40

- 6. **Director's Report** - The Library Director presented a report dated February 13, 2017, which included attachments giving the Circulation and Patron usage statistics for January 2017, and also the annual data for 2016 for comparison purposes. The Director also distributed the Program Statistics of January 2017 and comparative data that included totals for 2015 and 2016. Mango, a language application, is a new addition to the Patron Usage Statistics, and the staff is being encouraged to use the "Spanish for Librarians" resource section to help as more Spanish speaking patrons use the Library. A complete copy of the Director's Report will be attached to these minutes, but highlights follow. The Library has been approved as a Family Place Library, which sets up the environment to support children and their parents with programs and resources from birth onward so that children are able to learn and be ready for their first school experiences. Trustee Harold Shields commented that this may be another way in which the Friends can provide support to patrons. The Director reported that the 2017-2018 Budget is at 1.26%, which is under the tax cap. The Friends have committed to providing \$9500 in support. The Budget Hearing will be held on March 23, 2017 at 6 pm. The Director is beginning to plan for future building expenses. The Board commended the Director and Peg Kaelin for their work on the budget. All Trustees are invited to a "How to Be an Effective Library Trustee Workshop" being given by Suffolk County Library System Director, Kevin Verbese. The same presentation will be given on Tuesday, March 7, 2017 at 6:30 pm in Bellport at SCLS, and on Friday, March 31, 2017 at 10:30 am at Shelter Island Public Library. An Active Shooter Workshop will be held at the Library on March 27, 2017 at 8:30 am. The workshop will be presented by Officer Mike Romagnoli and is open to staff of all Southold Town Libraries. Trustees are also invited. Trustee Noreen McCarthy commented on how appealing a recent AARP event at the Library had been, and that patrons from other libraries enjoyed it as well. The Director gave kudos to Dawn for her wonderful attention to detail at this event, and other library events she has organized in the past. Her efforts make these events special attracts many attendees from the East End. A motion to approve the Director's Report dated February 13, 2017 and include it as an attachment to the February minutes was made by Noreen McCarthy. The motion was seconded by Harold Shields, and unanimously approved.

- 7. **Personnel Report** - The Director reported that a new Youth Services Librarian was hired. A motion to approve the Personnel Report was made by Harold Shields, seconded by Noreen McCarthy, and unanimously approved.

8. Committee Reports

- a. Retirement Committee - Richard Jordan reported that the Fidelity account increased by \$3,918.08 for the month of January 2017, with an ending balance of \$307,344.99.
- b. Building and Grounds Committee - Sarah Campbell reported that the library closed at 6pm on January 23, 2017 and closed entirely on February 9 and 10, 2017 due to snow. The Director is in the process of soliciting bids to renovate the main floor patron restroom, and the staff bathroom. A test of the Reduced Pressure Zone valve was performed successfully on January 10, 2017 as a measure to protect our drinking water from contaminants. The shelving, a shared project partly paid for by the Cutchogue - New Suffolk Historical Council, has been installed in the Upstairs Gallery.
- c. Finance Committee - There was no report from the Finance Committee.
- d. Nominating Committee- There was no report from the Nominating Committee.
- e. Policy Committee - There was no report from the Policy Committee.
- f. Fundraising Committee- Shannon Simon reported that she has been attending Friends' meetings. The Friends are planning on putting lighting in the Upstairs Gallery to highlight the art displays. The East End Friends meet every other month to share ideas. Jerry Nichols will be holding an upcoming Friends' training in April in Bridgehampton. Part of the training will address how funds allocated, who decides where to allocate them, and how to prioritize funding for library services.

9. Old Business

- a. Defined Benefit Plan Termination - A meeting with the Benefits and Finance Committee was held on January 23, 2017 to discuss terminating the Defined Benefit Plan. Don Boetger will provide more information to staff at an upcoming meeting March 2, 2017. Since we cannot influence the staff's choices, they will be provided with the plan options and encouraged to consult with their own advisors before making a choice. The Board will continue to discuss the matter, and a final determination is expected by the April Board of Trustees Meeting. A motion to proceed with the termination of the Defined Benefit Plan with the option of the Board to cease these actions if the termination does not meet the best interest of the library was made by Noreen McCarthy, seconded by Harold Shields, and unanimously approved.
- b. Unemployment Insurance - Since the Library has decided to self-insure for unemployment, the accountant, Al Coster, recommended earmarking \$10,000 in reserves. A motion to earmark \$10,000 of the Library's savings to be used if necessary for unemployment insurance was made by Sara Campbell. The motion was seconded by Shannon Simon, and unanimously approved.

10. New Business

- a. Removal of Equipment- A motion to approve the disposal of equipment request put forth by the Director was made by Noreen McCarthy, seconded by Barbara Best, and unanimously approved.

ID	Brand/Model	Asset Type	Purchase	Cost	Location	Service Info	System Info	Removal Date
1	HP 6005 Pro SFF	computer	9/17/2010	507	Adult-E, old	zua0370yh9	AMC PhenomIIX2B55, 4GB, 250GB	2/13/2017
2	HP 6005 Pro SFF	computer	9/17/2010	507	Adult-F, old	zua0370yh8	AMC PhenomIIX2B55, 4GB, 250GB	2/13/2017
3	Optiplex 760 Core 8500/3 16GHZ	computer	8/31/2009	527	lan	J3RSTK1	4Gb, 80Gb, no monitor	2/13/2017
4	Gateway	computer	9/29/2005	705	lanroom	35970092		2/13/2017
5	Dell Vostro 2510 duo 5670	computer	3/20/2009	725	lan	J26DHJ1	1.8 GHz, 2GB ram 250 Gb HD XP/Vista	hold

11. Public Expression

There were no items for public expression.

12. Adjournment

There being no further business before the Board, a motion to adjourn the meeting was made by Harold Shields, seconded by Sara Campbell, and unanimously approved at 8:31 pm.

Next Trustee meeting: Monday, March 13, 2017 at 7:00pm.

Upcoming Friends of the Library meeting: Monday, February 27, 2017 at 2:00pm.

Respectfully submitted,

Jo Anne Vitiello _____

Approved on: _____