

CUTCHOQUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Minutes of Regular Meeting
Monday, January 9, 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, Sara Campbell, Shannon Simon, and Howard Shields; Jennifer Fowler, Library Director

Absent: Noreen McCarthy and 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 6:57 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 Paula Hepner and seconded by Barbara Best. 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 December 12, 2016 Board meeting for review and approval. As there were no corrections or additions, a motion to approve the minutes was made by Barbara Best and seconded by Harold Shields. 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 November 30, 2016 will be part of the information provided to the Library's auditor, who upon review of the 2016 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.
 - b. Multi-Fund Report - This report, dated November 30, 2016, was reviewed and discussed by the Trustees.
 - c. General Warrant - After discussion, a motion was made to approve the General Warrant dated January 9, 2017 by Sara Campbell. It was seconded by Paula Hepner, and unanimously approved. The auditor will attend the March 2017 meeting.
 - d. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated December 2, December 16, and December 30, 2016 was made by Shannon Simon and seconded by Paula Hepner. It was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for December 2, 2016 were \$42,862.28.
 - ii. Employer Taxes for December 2, 2016 were \$15,091.09.
 - iii. Gross Wages for December 16, 2016 were \$33,969.01.
 - iv. Employer Taxes for December 16, 2016 were \$11,222.01.
 - v. Gross Wages for December 30, 2016 were \$33,923.80.
 - vi. Employer Taxes for December 30, were \$11,190.74.
6. **Director's Report** - The Library Director presented a report dated January 9, 2017, which included attachments giving the Circulation and Patron usage statistics for January through December 2016, and also the annual data for 2015 for comparison purposes. The Director also distributed the Program Statistics of January through

December that included totals for 2016. A complete copy of the Director's Report will be attached to these minutes. Some of the points that sparked discussion follow. An upcoming meeting is scheduled for members of the Benefits and Finance committees on Monday, January 23, 2017 at 11:00 am to discuss the possible termination of the Defined Benefit Plan with Don Boetger, from Northwest Retirement Services. The Robins Island Foundation gave a second donation. The Director was elected Secretary of the Public Library Director's Association of Suffolk County (PLDA) for 2017. All staff evaluations were completed and each employee was given a chance to respond, as well as to meet with the Director personally. Staff members were very positive, and eager to make further contributions, such as creating new programs and marketing them. Program attendance, use of the building from outside groups, museum pass use, youth services, and notary services were up from last year, but overall circulation took a downward turn. This is comparable with circulation statistics across the country. However, downloadable material showed a 13% increase for the year, and it was suggested that the staff continue to recommend that type of material more. The new Wi-Fi service had a big increase, and many patrons are using their own devices to utilize the service. A motion to approve the Director's Report dated January 9, 2017 was made by Richard Jordan, seconded by Shannon Simon, and unanimously approved.

- a. July 1, 2017- June 30, 2018 Budget Presentation - Prior to the Board Meeting, Trustees were given the Proposed Budget for the next fiscal year. The proposal shows Cutchogue residents with an approximate 1.47% increase and New Suffolk residents with an approximate .52% increase. This proposed budget is below the NYS Tax Cap. The Budget Vote is scheduled for Tuesday, April 4, 2017. The Director went into a more detailed explanation of how the increases are calculated, allowing for commentary from the Board, and stressing how staying under the tax cap is important. The Director will present the budget to the public, keeping it below the allowable tax cap. The Comptroller's office will release the tax cap soon. Some budget related items that spurred further discussion include the annual grant from LaValle's office being increased, and a commitment from the Friends for \$9,500. Because the Library charges significantly less than other libraries for patron printing, the Board discussed the possibility of increasing printing costs. The Director is looking into alternate software that allows patrons to prepay printing. Cookie Slade suggested possibly purchasing software so that people can print photos. The adult book budget was increased by 3.17% due to demand from patrons. Due to a future increase in minimum wage, the clerical rate will also be increased, so there is a difference between the clerical rate and page rate. If the Defined Benefit Plan is terminated, those fees will be eliminated. The Director will consult with Don Boetger regarding how this should be shown in the budget, if eliminated. Juvenile audio books will be eliminated due to low circulation, and the staff will promote downloadable books instead. The Library has recently received Mango Online resources paid by Friends for one year, so it is put in the budget for next year to continue it.
- b. Friends Report- The Director reviewed the annual Friends Report, submitted by Janet Thompson, Friends of the Library President. Some key points in the report include the success of the Art Shows in the Gallery, membership of 231 Friends, membership income of \$11,076, a recap of the spring and fall concerts

sponsored by the Friends in 2016, Annual Book Sale income of \$4,076 for 2016, and a breakdown of the gifts to the Library from the friends for direct programming, concerts, budget mailings, staff recognition dinner, art sales commissions, and museum passes for patrons.

7. Committee Reports

- a. Retirement Plan Committee - Richard Jordan reported that the Fidelity account was up \$3,803.56 for the month of December 2016, and up \$ 34,299.01 for the year-to-date (January 1, 2016 - December 31, 2016).
- b. Building and Grounds Committee - Sara Campbell reported that the library had a delayed opening on January 6, 2017 due to snow, and was closed on January 7, 2017 due to snow. The shelving for the Upstairs Gallery is finished and installation is being scheduled. Kolb came to the Library on January 9 because the temperature is not able to go higher than 62 degrees. It was found that a time clock is responsible for the malfunction and a replacement will be found.
- c. Finance Committee - Richard Jordan will be the chair of the committee, with Harold Shields continuing as a member. President Cookie Slade is hoping that the Defined Benefit Plan options will be explained at the next meeting after the meeting with Don Boetger.
- d. Nominating Committee- There was no report from the Nominating Committee.
- e. Policy Committee - Paula Hepner reported that Bylaws amendment and Employee Handbook Policy Amendments will be discussed under New Business.
- f. Fundraising Committee - There was no report from the Fundraising Committee, but a discussion of how to turn Friends members into participants for volunteer opportunities at the Library. It was mentioned that Linda Commander is working on it by trying to recruit volunteers and letting people know what opportunities are available. There is an immediate need for a Friends' Treasurer.

8. Old Business

- a. Employee Handbook Policy Amendments* A motion to approve the amendments to the Employee Handbook was made by Richard Jordan and seconded by Shannon Simon. The motion was unanimously approved. A discussion regarding putting in background check/security check for potential employees, and whether it should be included in the handbook. A State Registry/Sexual Predator List is publicly available, but not for level one offenders. There are expenses involved and potential candidates need to sign a consent form. A question came up regarding what background checks are currently done prior to employment. Although we cannot ask about arrests, we can ask about convictions. The Board discussed what specific wording to put in the handbook, and whether we should have a hiring checklist. As a result, Letter C will be taken out of the handbook. An Employment Application Policy will be discussed and added to an "Application Section". The Board discussed the language under the "Jury Duty" section. After discussion, a motion to approve the amendments with their corrections was unanimously approved.
- b. Bylaws Amendment* - a motion to approve the Bylaws Amendment (3C) was made by Barbara Best and Richard Jordan; It was unanimously approved.
- c. Sexual Harassment Policy - A motion to accept the Sexual Harassment Policy with their corrections was made made by Paula Hepner, seconded by Shannon Simon, and unanimously approved.

9. New Business

- a. Opening Motions* - A motion to approve the Opening Motions Resolution was made by Harold Shields, seconded by Shannon Simon, and unanimously approved.
- b. Northwest Resolution* - A motion to approve the Northwest Resolution was made by Sara Campbell, seconded by Paula Hepner, and unanimously approved.
- c. Unemployment Insurance Resolution* - A motion to approve the Unemployment Insurance Resolution was made by Shannon Simon, seconded by Harold Shields, and unanimously approved.
- d. Bank of America Credit Card Authorization* - A motion to authorize the Bank of America Credit Card was made by Barbara Best, seconded by Paula Hepner, and unanimously approved.
- e. Director Attendance at Library Advocacy Day* - A motion to approve the Director's attendance at Library Advocacy Day was made by Shannon Simon, seconded by Harold Shields, and unanimously approved.

10. Public Expression- There were no items for public expression.

11. Adjournment- There being no further business before the Board, a motion to adjourn the meeting was made by Sara Campbell, and seconded by Paula Hepner. The motion was unanimously approved at 9:27 p.m., and the meeting adjourned.

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

Upcoming Friends of the Library meeting: Monday, January 23, 2017 at 2:00 pm.

Respectfully submitted,

Jo Anne Vitiello _____

Approved on: _____