

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Minutes of Regular Meeting
Monday, July 10 2017 at 7:00 p.m.

Present: Trustees Corinne (Cookie) Slade, President; Paula Hepner, Vice President; Treasurer; Barbara Best, Secretary; Donna Mayne, Shannon Simon, Sara Campbell, Noreen McCarthy, Harold Shields; Jennifer Fowler, Library Director

Absent: Richard Jordan

1. **Call to Order-** As a quorum was present, the meeting was called to order by the President at 6:59 p.m.
2. **Adoption of the Agenda-** A motion to amend the July 10, 2017 agenda to include a vote on the June 12, 2017 Directors report was made by Paula Hepner and seconded by Sarah Campbell. A motion to adopt the amended agenda was made Maureen and seconded by Harold Shields. 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 June 12, 2017 Board meeting for review and approval. A motion to approve the minutes was made by Noreen McCarthy and seconded by Donna Mayne. 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 May 31, 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.
 - b. Multi-Fund Report - This report, dated May 31, 2017, was reviewed and discussed by the Trustees.
 - c. General Warrant - After discussion, a motion was made to approve the General Warrant dated July 10, 2017 was made by Harold Shields. It was seconded by Noreen McCarthy and unanimously approved.
 - d. Capital Warrant - After discussion, a motion to approve the Capital Warrant dated July 10, 2017 was made by Paula Hepner and seconded by Barbara Best. It was unanimously approved.
 - e. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated June 2, June 16, and June 30, 2017 was made by Sarah Campbell and seconded by Harold Shields. It was unanimously approved.
 - i. Gross Wages for June 2, 2017 were \$34,545.39.
 - ii. Employer Taxes for June 2, 2017 were \$11,026.08

- iii. Gross Wages for June 16, 2017 were \$35,002.69.
- iv. Employer Taxes for June 16, 2017 were \$11,196.62.

- v. Gross Wages for June 30, 2017 were \$34,500.32.
- vi. Employer Taxes for June 30, 2017 were \$11,016.71.

6. **Director's Report** – The Library Director submitted a copy of her report before the meeting and reviewed the following topics:

- The library will receive \$13,000 in Bullet Aid Funds secured by Assemblymember Anthony Palumbo. A thank you letter was sent to him on behalf of the Library and Taxpayers.
- Jo Ann Vitiello was thanked for her service as Secretary and she also sent a thank you card to the board.
- Friend of the Library News
- Library Shoppe
- Library Statistics
- Staff Meeting
- 2017 Summer Programs
- Annual Trustee Workshop slated for Thursday Oct. 5, 2017 from 6:30 to 9 pm in Bellport at Suffolk Cooperative Library System.

Motion to approve the June 12, 2017 Director's Report was made by Shannon Simon; seconded by Paula Hepner and passed unanimously.

Motion to approve the July 10, 2017 Director's Report was made by Donna Mayne, seconded by Noreen McCarthy and passed unanimously.

7. **Committee Reports**

- a. Retirement Benefits Committee – The Director reported that the Fidelity account was up by \$1,224.56 for the month of June 2017, and up \$19,302.32 year-to-date (January 1, 2017 – June 30, 2017).

The Director voiced concerns of staff members resulting from the June 12 board decision regarding the Defined Benefits Plan. After discussion the board decided to seek further information and will continue the discussion at the August meeting.

- b. Building and Grounds Committee - Sarah Campbell submitted a report detailing status of carpet cleaning, the need for maintenance on the coffee machine credit card swipe, installation of a new desk, installation of an outside electrical outlet, and the installation of the new phone system.
- c. Finance Committee- No report.
- d. Nominating Committee- No report.

- e. Policy Committee –Committee Chair Paula Hepner’s Report detailed the planned discussions topics for tonight’s trustee meeting: Unattended Child Policy, the Paid Time Leave Policy, which included proposed updates to the Floating Holiday section, and a proposed new policy for Vulnerable Adults.
- f. Fundraising Committee- The Trustees discussed the opening of the Library Shoppe and the Book Sale. Shannon Simon will attend the next Friends meeting and report findings at the August Trustee Meeting.

8. New Business

a. Policy Amendments

A motion to accept changes to Section XIIb of the Employee Handbook Library’s Paid Time Leave Policy was made by Harold Shields, seconded by Donna Mayne and passed unanimously.

A motion to accept changes to the Library’s Unattended Child Policy was made by Shannon Simon, seconded by Sarah Campbell and passed unanimously.

Motion to accept changes to the Library’s Vulnerable Patrons Policy was made by Barbara Best seconded by Donna Mayne and passed unanimously.

b. Committee Membership

The President reviewed the library committees, including membership, change and strategies, requesting input from trustees for the next meeting.

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 Paula Hepner, seconded by Donna Mayne, and unanimously approved at 8:49 p.m.

Next Trustee meeting: Monday, August 14, 2017 at 7:00 pm.

Upcoming Friends of the Library meeting: Monday, July 17, 2017 at 7:00 pm.

Respectfully submitted,
Barbara Best

Approved on: _____