

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

**Present:** Trustees Richard Jordan, Treasurer; Jo Anne Vitiello, Secretary; Barbara Best, Sara Campbell, Shannon Simon, Noreen McCarthy, and Jennifer Fowler, Library Director

**Absent:** Corinne (Cookie) Slade, President; Paula Hepner, Vice President; Harold Shields; Janet Thompson, Friends of the Library President

1. **Call to Order** - As a quorum was present, the meeting was called to order by the Treasurer at 7:01p.m.
2. **Adoption of the Agenda** - The Treasurer 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 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 February 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 Shannon Simon. 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 Treasurer stated that the Treasurer's Report dated January 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. As New Suffolk School's portion of the tax payment has not been received yet, the Director inquired into the matter, and a letter to the school was sent.
  - b. **Multi-Fund Report** - This report, dated January 31, 2017, was reviewed and discussed by the Trustees.
  - c. **General Warrant** - After discussion, a motion was made to approve the General Warrant dated March 13, 2017 by Sara Campbell. It was seconded by Noreen McCarthy and unanimously approved.
  - d. **Affirmation of Payroll** - After discussion, a motion to affirm the payroll for the pay periods dated February 10 and February 24, 2017 was made by Noreen McCarthy and seconded by Barbara Best. It was unanimously approved.
    - i. Gross Wages for February 10, 2017 were \$34,015.36.
    - ii. Employer Taxes for February 10, 2017 were \$11,105.53.
    - iii. Gross Wages for February 24, 2017 were \$35,068.95.
    - iv. Employer Taxes for February 24, 2017 were \$11,441.05.

## 6. Director's Report

- The Library Director presented a report dated March 13, 2017, which included attachments giving the Circulation and Patron usage statistics for January through February 2017, and also the annual data for 2016 for comparison purposes. The Director also distributed the Program Statistics of January through February 2017 that included comparative data for 2015 and 2016. Statistics were up 4% for the year-to-date, and 16% for February 2017.

- The language program, MANGO, had 50 logins, up from 9 in January. Programming and meeting room statistics now include notary services usage. The Library's new people counter calculated 3,060 visitors last month.

- The Library Budget Vote will be on April 4, 2017 from 2 to 6 pm, and absentee ballots are available. Budget mailers were sent out to district residents. The Budget Hearing is on Wednesday, March 22, 2017 at 6 pm. Friends' President Janet Thompson was helpful in recruiting volunteers to help with the upcoming vote.

- The Library has received several donations, including \$11,000 from the Cutchogue - New Suffolk Historical Council. This donation helped to fund the new shelving in the Upstairs Gallery.

- Mignon Osmer will be attending a Family Place Library training from April 24 to 27, 2017 at the Middle Country Public Library.

- Trustees Shannon Simon and Barbara Best plan to attend "How to be an Effective Library Trustee Workshop" on March 31, 2017 in Shelter Island.

- Librarians Kristie Korade, Rosemary Martilotta, and the Director went to Albany for Library Lobby Day from February 28 to March 1, 2017 in an effort to lobby with local legislators to support and restore funding for New York State Libraries. The Director invited New York State Assemblyman Anthony Palumbo to visit the Library on April 7, 2017 to discuss state funding for libraries.

- The Library now has an Emergency Action Committee in place headed by Rosemary Martilotta. The Committee is writing an initial safety plan, which is expected to be revised as needed. CPR/AED training is currently being scheduled, as it is up for renewal. Staff members who complete the training will hold a certificate for two years. Deputy Inspector Michael Romagnoli will hold an Active Shooter Workshop on March 27, 2017 at 8:30 am for Southold Town Library staff members. Members of Mattituck-Cutchogue and New Suffolk School will also be attending.

- The Library is now offering basic tech help sessions by appointment. The sessions are led by Rosemary Martilotta for 30 minutes, and patrons have been responding positively to the service.

A motion to accept the Director's Report date March 13, 2017 was made by Noreen McCarthy and seconded by Barbara Best. The motion was unanimously approved.

## 7. Committee Reports

- a. Retirement Benefits Committee - Richard Jordan reported that the Fidelity account was up \$7,793.07 for the month of February 2017. The account has earned \$11,711.17 for the year-to-date (January 1, 2017 - February 28, 2017).

- b. Building and Grounds Committee - Sarah Campbell reported that the library closed on Friday, March 10th due to snow, and will be closed March 14th due to the pending storm. The HVAC will cost about \$983 to repair the left condenser fan motor. On Saturday, the fire department helped to free two people stuck in the elevator.
- 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 met with Peg Kaelin, Mariella Ostroski, Rosemary Martilotta and the Director.
  - *Honoring Veterans*: An old wooden display with hand-painted names of local veterans used to be on display in the Library several years ago. The board has been located in storage in the Historical Council's barn. The committee hopes to "resurrect" the display in November as well as plan corresponding events that will honor the veterans of our community.
  - *Library Shoppe*: A pop-up, mobile library shoppe, (a glass case with wheels) will display merchandise with the library logo for purchase. Library Trustees were given a sample sheet showing pictures of shirts, glasses, mugs, and other quality items intended to be sold.
  - *Willow Reed Architectural Drawings*: Photographs of places in town that are mounted on a wooden block as a decoration of local places such as the library, church, diner, the school, etc.
  - Trustee Barbara Best suggested creating a spot on the library website for patrons to order merchandise online.
  - Shannon has continued to attend the Friends meetings.
  - There is an upcoming, East End Friends Meeting at the Hampton Library in Bridgehampton being facilitated by Jerry Nichols on April 20, 2017. It is open to all members of the Friends.

## 8. Old Business

- a. Defined Benefit Plan Termination Update - Don Boetger met with staff to answer any questions about the Defined Benefit Plan Termination. The staff appeared confident in their knowledge of the choices. The Board has the option to decide to whether to move forward or not. The earliest time for payment would be late June or early July 2017 if the Board decides to move forward with the termination.

## 9. New Business

- a. Audit Review Presented by Al Coster - Al Coster, from Baldessari & Coster, LLP, began by stating that the report is for six months due to the change in the library's fiscal year, and reviewed sections of the Financial Report. He discussed his recommendation, as in prior years, that the Library continues to have deficiencies regarding the effectiveness of the Library's internal controls due to the small size of the business department staffing. The Library can discuss the options it has to build in greater safeguards. Al Coster then discussed the findings in his firm's audited financial report. His independent audit concluded that "the financial statements present in all material respects the financial position of the Library as of 12/31/16." The designation that the financial statements are "free from material misstatements" is the "best possible report" the Library could receive. Mr. Coster reviewed the assets, liabilities and net position of the Library at year end. Mr. Coster then fielded questions from the Trustees regarding the defined benefit

plan, and ways in which the Library might invest some of its assets. He suggested leaving money for unforeseen expenses, and fielded other questions raised for discussion, which involved the Library's mortgage and what benefits might be had if the mortgage was paid off.

- b. Transfer to Capital One - A motion to close the Library's M&T Bank account and transfer the funds to Capital One Bank for an improved interest rate of 1% was made by Noreen McCarthy and seconded by Shannon Simon. The motion was unanimously approved.
- c. Reassignment of Committed Funds - The Library has \$500,000 earmarked for the Defined Benefit Plan. Because of the fiscal year change, the Library is currently in a lull period from receiving public funds. Tax payments from the schools are anticipated in June. A motion to release \$300,000 of the \$500,000 currently committed for the Defined Benefit Plan, to be used for operating expenses was made by Sara Campbell, and seconded by Noreen McCarthy. The motion was 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 Noreen McCarthy. The motion was unanimously approved and the meeting was adjourned 8:36 pm.

Next Trustee meeting: Monday, April 17, 2017 at 7:00pm.

Upcoming Friends of the Library meeting: Monday, March 20, 2017 at 7:00pm.

Respectfully submitted,

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

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