

**CUTCHOGUE NEW SUFFOLK FREE LIBRARY**  
**Board of Trustees, Minutes of Regular Meeting**  
**Monday, May 8, 2017 at 7:00 p.m.**

**Present:** Trustees Corinne (Cookie) Slade, President; Paula Hepner, Vice President; Jo Anne Vitiello, Secretary; Barbara Best, Shannon Simon, Noreen McCarthy, and Howard Shields; Jennifer Fowler, Library Director

**Absent:** Richard Jordan, Treasurer; Sara Campbell; 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 7:01 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 Noreen McCarthy and seconded by Paula Hepner. The motion was unanimously approved.
3. **Public Expression-** Two potential candidates for the position of Trustee to the Cutchogue New Suffolk Library Board were present: Maria Fedele and Donna Mayne.
4. **Approval of the Minutes-** The Secretary presented the Minutes of the April 17, 2017 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 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 March 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 a follow up to last month's discussion, New Suffolk School has made a payment of \$97,439.50.
  - b. Multi-Fund Report - This report, dated March 31, 2017, was reviewed and discussed by the Trustees.
  - c. General Warrant - After discussion, a motion was made to approve the General Warrant dated May 8, 2017 by Noreen McCarthy. It was seconded by Shannon Simon and unanimously approved. The Director elaborated on reasons for two voided checks for programs that were cancelled.
  - d. Capital Warrant - After discussion, a motion to approve the Capital Warrant dated May 8, 2017 was made by Paula Hepner and seconded by Noreen McCarthy. It was unanimously approved. The expenditure covers two new stools behind the circulation desk.
  - e. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated April 7 and April 21, 2017 was made by Paula Hepner and seconded by Harold Shields. It was unanimously approved.
    - i. Gross Wages for April 7, 2017 were \$35,416.92.
    - ii. Employer Taxes for April 7, 2017 were \$11,534.05.
    - iii. Gross Wages for April 21, 2017 were \$34,700.39.
    - iv. Employer Taxes for April 21, 2017 were \$11,226.61.
6. **Director's Report** - The Library Director presented a report dated May 8, 2017, which included attachments giving the Circulation and Patron usage statistics for January through April 2017, and also

the annual data for 2016 for comparison purposes. The Director also distributed the Program Statistics of January through August that included totals for 2015 and 2016.

- \* Four participants in the Defined Benefit Plan will make a selection of either a lump sum or annuity option in early May. Employees are aware that the Board may choose not to terminate the Plan if it is in the best interest of the Library once Don Boetger, from *Northwest Retirement Services*, provides the Library with its potential costs. A decision will be made at the June meeting once all the information is in place.
- \* At the last Board meeting on April 17, 2017, the Board voted to change the Library's dental carrier from United Concordia to Delta Dental. The Director was notified that Delta Dental was not able to recruit as many libraries as needed, but will try again next year. As a result, United Concordia will remain as the Library's dental carrier.
- \* Rosemary Martilotta and the Director attended a free Community Tool Box workshop, sponsored by SCLS on April 25 and 26. The topics covered were community assessment, planning, intervention, evaluation, advocacy, and other aspects of community practice.
- \* The Friends "Come and Wind Down" event on April 29, 2017 was a success, with over 50 patrons attending. They enjoyed lively music and viewed "Interiors", a showing of North Fork Artists. Because the event was so well attended, the Friends are considering making the event a series of events. The Friends have agreed to pay for a piano and several upcoming building projects.
- \* The library is one of the first in the county to offer lawn games to be checked out by patrons, as an exciting addition to our library starting this summer. The check out, cataloging and loan periods are being figured out right now, and might be similar to the museum check out procedure. The games available will be giant jenga, bocce ball, a fort-building kit, croquet, corn hole, beach paddleball, yard Yahtzee, and ladder ball.
- \* A new newspaper, The East End Beacon, has been added to the periodical section. It covers the North and South Forks of the Island.
- \* The Veteran's Oral History project is being worked on by Mariella Ostroski and Business Manager Peg Kaelin. There are guidelines established through the Library of Congress on how to conduct recorded audio and video interviews with local veterans. They currently have three veterans with experiences from different war periods to interview. Mariella and the Director will meet with librarians from Amagansett Library who have completed similar projects. The Library will host a luncheon and show the presentation in November for local veterans. The project will also be accessible on the Library's website and the Library of Congress' Veterans History Project Website.
- \* Statistics for April show that circulation is up 12% for the month and 13% for the year to date. Downloadable material is up 6% for the month. Adult programs, museum passes, and outside programs are down, but notary services and youth service programs are up.
- \* A motion to approve the Director's Report dated May 8, 2017 was made by Harold Shields, seconded by Noreen McCarthy, and unanimously approved.

## 7. **Committee Reports**

- a. Retirement Benefits Committee – Jennifer Fowler reported that the Fidelity account was up by \$2,895.12\$ for the month of April 2017, and up \$14,863.54 year-to-date (January 1, 2017 - April 30, 2017).
- b. Building and Grounds Committee - The Director reported that The Friends have agreed to pay for a water bottle filling station and its installation. They will also pay for a mini renovation of the lobby for the Friends Book sale, which is ongoing throughout the year. Trustee Noreen McCarthy mentioned that she had visited a library out of New York that had themed sales throughout the year, such as one with cookbooks, one with skis, etc., and the Board discussed a variety of ways this might be incorporated into our Library. The Director will attend a program at SCLS on June 8, 2017 regarding energy rebates programs from National Grid Efficiency and PSEG Energy for items such as HVAC and LED lighting.

- c. Finance Committee- There was no report from the Finance Committee.
- d. Nominating Committee- Jo Anne Vitiello discussed that there were many candidates solicited for the upcoming Trustee opening in July 2017. Two of the candidates who were interviewed and present were invited to comment by President Cookie Slade. The Board will vote on a candidate at the June meeting.
- e. Policy Committee - Paula Hepner reported that the Policy Committee met on May 5, 2017 to discuss Meeting Space Policy revisions and revisions to the Application for Employment. The Committee is revising the Meeting Space Policy to match the American Library Meeting Space Policy. Kevin Verbesey was contacted as to who can use meeting spaces and who will be restricted for meeting space use. The Committee also started a draft for a Code of Ethics after viewing several existing code of ethics from other libraries, and has begun by asking questions such as: What is a code of ethics? What goes into it? Who does it apply to? How detailed should it be? The Director posed whether the Library needs a policy to protect unattended vulnerable adults.
- f. Fundraising Committee- Shannon Simon reported that she did not attend the last Friends meeting, but she did attend the East End Friends Meeting with the Director and a few members of the Friends. The meeting helped to clarify how money collected by the Friends could best be utilized for the benefit of the library. As a result, there are several upcoming projects that the Friends are funding for the Library.

## 8. New Business

- a. New York State Annual Report- Rosemary Martilotta gave a presentation about the report that gets submitted to the state. She also entertained questions from the Trustees. The 2016 Annual Report was for Programs and Services, Circulation and Transactions, and Technology. She explained that the information had to be backtracked 6 months because of the change in the library's fiscal year. The library staff and programs attempt to reach patrons of all ages and demographics. As she presented the report, many questions came up about how to improve in areas that interest patrons. One is "How can we improve tech help?" Since we have started providing tech help for patrons, there has been interest, but we can continue to build this service. President Cookie Slade posed enlisting the help of the teen population, and the Director commented that community service hours could be given for their efforts. Vice President, Paula Hepner suggested programs that help others with their cell phones because they are replacing computers. Other areas of opportunity for the library include reaching the community, collaborating with the community, and community outreach (schools, outside community groups, other community organizations.) Even though technology is growing, book circulation continues to grow as well. Audio and video check out is down due to streaming options. The technology statistics and Wi-Fi stats are up 424.9% because personal computing devices are used tremendously more. People bring their own devices and hook up to the Library's Wi-Fi more regularly since the Wi-Fi has been upgraded. Rosemary stated that the Pew Research Center says that people still continue to use the library to search for resources for school and work, health, to email, and to attend classes, which supports some of the data in the report. A motion to accept the Library's 2016 New York State Annual report was made by Shannon Simon. The motion was seconded by Paula Hepner, and unanimously approved.
- b. Policy Updates-
  - Revisions to the Meeting Space Policy were distributed to Trustees prior to the meeting. Changes come under items 2a, 2b, and 2d under "Applicant Eligibility," item 4i under "Applicant Responsibility," items 5a and 5c under "Room Requirements," and 6c under "Terms, Conditions, and Fees." Paula Hepner reviewed the changes to the Library's Meeting

Space Policy and the Board discussed the details. In regards to using meeting space under item 2b, the issue is to only prevent proselytizing, and not to prevent religious groups from using the space. A motion to accept changes to the Library's Meeting Space Policy was made by Harold Shields, seconded by Noreen McCarthy, and unanimously approved.

- Paula Hepner also reviewed the changes to the Employment Application that were given to the Trustees in advance of the meeting. The application was condensed from six to four pages. A motion to adopt the proposed application for employment with the addition of the word "from" to question 6 on the first page was made by Noreen McCarthy, seconded by Harold Shields, and unanimously approved.

c. Audit Engagement Agreement- a motion to agree to the terms of engagement presented by Baldessari & Coster LLP CPAs to perform the library's fiscal year 2016-2017 was made by Shannon Simon, and seconded by Jo Anne Vitiello. The motion was unanimously approved.

d. Interior Painting- The Director discussed the Interior Painting bids, time frames, and costs. A motion to accept Arthur Hackert Painting Company's proposal of \$6,500.00 to paint interior sections of the library was made by Jo Anne Vitiello, seconded by Noreen McCarthy, and unanimously approved.

9. **Public Expression-** Maria Fidele had left a few minutes prior after thanking the Board. Donna Mayne complimented the Board and stated how much she enjoyed the meeting before she exited.

10. **Adjournment-** Prior to adjournment, the Board discussed the potential candidates' background and skills that would be beneficial to the Library. It was mentioned that the June meeting will present a slate with next year's officers and the new candidate to be voted upon. The Trustees were reminded to use the proxy form available on the Library's website if they are unable to attend next month's meeting. There being no further business before the Board, a motion to adjourn the meeting was made by Shannon Simon, seconded by Paula Hepner, and unanimously approved at 8:59 p.m.

Next Trustee meeting: Monday, June 12, 2017 at 7:00pm.

Upcoming Friends of the Library meeting: Monday, May 15, 2017 at 7:00pm.

Respectfully submitted,

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

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