

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Minutes of Regular Meeting
Monday, June 12, 2017 at 7:00 p.m.

Present: Trustees Paula Hepner, Vice President; Richard Jordan, Treasurer; Jo Anne Vitiello, Secretary; Sara Campbell, Shannon Simon, Noreen McCarthy, Jennifer Fowler, Library Director

Absent: Trustees Corinne (Cookie) Slade, President, Harold Shields, & Barbara Best; Janet Thompson, Friends of the Library President

1. **Call to Order-** As a quorum was present, the meeting was called to order by the Vice President at 7:06 p.m.
2. **Adoption of the Agenda-** The Vice President reviewed the Agenda that had been distributed in advance of the meeting. A motion to adopt the agenda was made by Jo Anne Vitiello and seconded by Noreen McCarthy. 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 May 8, 2017 Board meeting for review and approval. As there were no corrections or additions, a motion to approve the minutes was made by Shannon Simon 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 April 30, 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 April 30, 2017, was reviewed and discussed by the Trustees.
 - c. General Warrant - After discussion, a motion was made to approve the General Warrant dated June 12, 2017 by Richard Jordan. 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 May 5, 2017 and May 19, 2017 was made by Sara Campbell and seconded by Shannon Simon. It was unanimously approved.
 - i. Gross Wages for May 5, 2017 were \$34,455.81
 - ii. Employer Taxes for May 5, 2017 were \$11,149.23
 - iii. Gross Wages for May 19, 2017 were \$34,208.82
 - iv. Employer Taxes for May 19, 2017 were \$11,150.02
6. **Director's Report** - The Library Director presented a report dated June 12, 2017, which included attachments giving the Circulation and Patron usage statistics for January through May 2017, and also the annual data for 2016 for comparison purposes. The Director also distributed the Program Statistics of January through May 2017 as well as totals for 2015 and 2016.
 - * The Library received a confirmation letter from Senator LaValle stating that the Library will receive a \$4,000 New York State grant.
 - * The four participants filled out the necessary paperwork to indicate their choices of either a lump sum payment or annuity if the Board elects to terminate the Defined Benefit Plan.

*A Tribute Donation was made in honor of Helen Krupski by Peg and Bob Dickerson. A watercolor painting of the Library was made by Helen Skobliski Munson and donated by her daughter, Elizabeth Kelly. Bruce Stoehr donated \$500 in memory of Catherine Boylan Joseph.

*The Director has been working closely with the Friends to prepare for the Book Sale. Joan Carvo will chair the sale again. Book collection is already underway.

*The Friends have created Welcome Packets for new Library patrons. It contains information about the Library, and Library card application, a coupon for a personal tour of the Library, information about the Friends and Historical Council, and a copy of the Library's newsletter. The packets will be updated every three months, and have been given to local real estate offices to hand out to new community residents. Library magnets are being ordered and will be put in each folder.

**The Great Give Back* an initiative to encourage volunteerism that is being steered by a committee which the Director is a member. October 14, 2017 will be day of community service that all Suffolk County Libraries participate in. T-shirts and hats are being ordered, and all service ideas are welcomed. The Director spoke with Assemblyman Tony Palumbo and he seemed very supportive. Some ideas proposed by the Board included teaching about changing carbon monoxide detectors, bringing in food pantry items, and health screenings.

*The Director held a staff meeting on June 8, 2017 and will forward meeting minutes to the Board. Eight staff members received CPR/AED training and certification on June 1, 2017.

*The Summer Reading Program theme for 2017 is "Build a Better World." A big "thank you" is given to Youth Services Librarian, Theresa Maritato, who orchestrated the fundraising for the program, and obtained over 30 donations from local and corporate business to be used as prizes this summer. The librarians have visited local schools to promote summer reading, and Kristie Korade, and Theresa Maritato are "co-captaining" this year's Battle of the Books.

*The Library website has a list of all the summer programs available, and there are 2 Adirondack chairs as prizes for adults.

7. Committee Reports

- a. Retirement Benefits Committee - Richard Jordan reported that the Fidelity account was up \$3,214.22 for the month of May, and up \$18,077.76 for the year-to-date (January 1, 2017 - May 31, 2017.)
- b. Building and Grounds Committee - Sarah Campbell reported that the interior painting started the week of June 9th. The Friends of the Library have funded a water bottle filling station that will be installed in the next few weeks. A new lectern has been purchased for the Community Room, and the Library purchased a new vacuum. All fire extinguishers passed inspection on June 8, 2017, and Suffolk Security performed an inspection on the alarm system on June 9, 2017. The Youth Services Department has begun planting in centennial garden.
- c. Finance Committee - There was no report from the finance committee.
- d. Nominating Committee- Jo Anne Vitiello discussed the new candidate for the open Trustee position to take effect in July who will be part of the proposed slate to be discussed under New Business.
- e. Policy Committee - Paula Hepner reported the committee will meet in two weeks.
- f. Fundraising Committee- Shannon Simon reported that there was no meeting, but she had attended the Friends' meeting. She mentioned the new welcome packets created by the Friends are quite appealing.

9. Old Business

- a. Defined Benefit Plan Termination- Terminating the Defined Benefit Plan has been under discussion for several months. After lengthy discussion and comparison of termination costs to the Library, it was found that deferring termination of the Plan would save the Library approximately \$37,736.00. A motion to decline to terminate the Defined Benefit Plan was made

by Paula Hepner and seconded by Richard Jordan. A roll call vote was taken including the Proxy Vote for all business transacted at the meeting for President Cookie Slade. The results were as follows: Paula Hepner, Cookie Slade, Richard Jordan, Jo Anne Vitiello, Sara Campbell voted yea. Noreen McCarthy and Shannon Simon voted nay. The final results yielded 5 yes and 2 no votes, resulting in declining to terminate the Defined Benefit Plan.

10. **New Business**

- a. Family Place Presentation - Mignon Osmer presented the Board with an in-depth explanation of the Family Place Library history and details about what it will provide our patrons. The program emphasizes child development by focusing on providing attention, creating bonding, and fostering communication with children through playful activities with parents. The purpose is to support educational learning for children from birth to three years of age. The program will run two 5-week sessions with a professional consultant each week related to Early Literacy, Speech, Hearing, and Language Development, Toilet Training, Nutrition, and Music and Movement. An art facilitator will also be present to implement activities in multi-sensory creative ways.
- b. NYS Paid Family Leave Act- The Director explained the details of the NYS Paid Family Leave Act, which is different from the Family Medical Leave Act. The NYS Paid Family Leave Act is a state law, mandatory for private employers. Our Library is considered a private employer for this law, and must enroll. The weekly contribution for Paid Family Leave is 0.126% of the employee's weekly wage. This translates into a maximum contribution of \$1.65 per week per employee in 2018. It does not cost the Library anything. The purpose of the Act it is to care for a family member in the event of a birth, adoption, or illness. The deductions will start being taken out of the employees' checks starting July 2017. The maximum contribution will be \$1.65, and the Employee Handbook will be updated to note the specifics of the plan.
- c. New Phone System- The Director provided the Board with quotes from several different phone companies she researched and compared. Based upon her findings, DMGT Telecom was recommended for the quality and cost features presented. A motion to purchase from DMGT Telecom was made by Sara Campbell, seconded by Richard Jordan, and unanimously approved. Attached to these minutes, is a Proxy Form submitted in advance of the meeting for President Cookie Slade for all business transacted at the meeting, and her vote was calculated in the results.
- d. Election of New Trustees- A motion to approve Donna Mayne as a new Trustee, and Sara Campbell and Richard Jordan to start a second term as Trustees beginning July 10, 2017 was made by Noreen McCarthy and seconded Paula Hepner. The motion was unanimously approved. Attached to these minutes, are Proxy Forms submitted in advance of the meeting for Trustee Barbara Best and President Cookie Slade, and their votes were calculated in the results.
- e. Election of Officers- A motion to elect the proposed slate of officers beginning July 10, 2017 of Cookie Slade as President, Paula Hepner as Vice President, Richard Jordan as Treasurer, and Barbara Best as Secretary was made by Noreen McCarthy, seconded by Sara Campbell, and unanimously approved. Attached to these minutes, are Proxy Forms submitted in advance of the meeting for Trustee Barbara Best and President Cookie Slade, and their votes were calculated in the results.

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 Jo Anne Vitiello, seconded by Noreen McCarthy, and unanimously approved at 8:56 p.m.

Next Trustee meeting: Monday, July 10, 2017 at 7:00 pm.

Upcoming Friends of the Library meeting: Monday, June 26, 2017 at 7:00 pm.

Respectfully submitted,

Jo Anne Vitiello _____

Approved on: _____