

CUTCHOGUE NEW SUFFOLK FREE LIBRARY  
Board of Trustees, Meeting Minutes  
Monday, May 20, 2019 @ 5:00 p.m.

**Present:** Trustees Richard Jordan, President; Wendy Reeve, Vice President; Sara Campbell, Treasurer; Barbara Best, Secretary; Donna Mayne; Rosemary Winters, Library Director.

**Absent:** Shannon Simon

1. **Call to Order** – As a quorum was present, the meeting was called to order by President Richard Jordan at 5:00 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 Donna Mayne. The motion was unanimously approved.
3. **Public Expression** – There was no public expression.
4. **Approval of the Minutes** – The Secretary presented the minutes of the April 15, 2019 Board meeting for review and approval. A motion to accept the minutes was made by Wendy Reeve. The motion passed unanimously.
5. **Financial Reports** – The Library Director presented the financial reports for discussion. Questions from the Trustees were entertained and answered by the Director.
  - a. Treasurer's Report – The report, dated April 2019, was reviewed and discussed by the Trustees. In accordance with Robert's Rules, no motion or second is required for approval of this report.
  - b. Multi-Fund Report – The report, dated April 30, 2019, was reviewed and discussed by the Trustees.
  - c. General Fund Warrant – After discussion and review of the disbursements for the past month, a motion to approve the General Warrants dated May 20, 2019 was made by Wendy Reeve. The motion was unanimously approved.
  - d. Capital Warrant – After discussion and review Donna Mayne made a motion to approve the Capital Warrant dated May 20, 2019. The motion was unanimously approved.
  - e. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated April 5 and 19, 2019 was made by Sara Campbell. The motion was unanimously approved. The payrolls specifically approved were:
    - i. Gross Wages for the payroll dated April 5, 2019 were \$34,728.04.
    - ii. Employer Taxes for the payroll dated April 5, 2019 were \$9,988.26.
    - iii. Gross Wages for the payroll dated April 19, 2019 were \$34,020.40.
    - iv. Employer Taxes for the payroll dated April 19, 2019 were \$9,805.81.
6. **Director's Report** -- The Library Director presented her report which is attached as addendum. A motion to accept the Director's Report dated May 20, 2019 and the attachments thereto was made by Wendy Reeve. The motion was unanimously approved.
7. **Personnel Report** - A motion to approve the Personnel Report dated May 20, 2019 was made by Donna Mayne. The motion passed unanimously.
8. **Committee Reports**
  - a. Investment Committee, Richard Jordan – The Investment Committee had nothing to report.
  - b. Nominating Committee, Shannon Simon, Donna Mayne – A new nominee will be introduced at next week's trustee meeting.
  - c. Policy Committee, Donna Mayne, Wendy Reeve, Cookie Slade (volunteer) – The Policy Committee had nothing to report.
  - d. Research & Development Committee, Barbara Best, Shannon Simon, Donna Mayne – Refer to topics a. and b. presented as part of Old Business and in the Director's report.
9. **Old Business**

Temporary Glass Installation – Refer to the Friends of the Library Update within the Director's Report (attached as addendum to these meeting minutes).

a. Lions Club Eyeglass Drop Information – Literature outlining the Lion’s Eyeglass Recycling charitable program and drop off location at the library has been made available to the public.

b. Financial Investment Advisor Discussion

Based on initial research and recommendations from the Finance Committee Troy Prochazka of Fidelity Investments and Andrew Baris of Morgan Stanley Investments presented investment proposals for the library. The board discussed the proposals. The Finance Committee will propose updates to the library’s investment policy and procedures at the next trustee meeting.

10. New Business

a. 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 2018-2019 audit was made by Sara Campbell. The motion passed unanimously.

b. Bridgehampton National Bank Capital CD Maturation 4/27/2019

At the advisement of the Investment Committee, the BNB Capital CD was terminated upon maturation on 4/27/2019 and transferred to the BNB Capital Money Market at a rate of .5%.

c. Bridgehampton National Bank General CD Maturation 5/15/2019

At the advisement of the Investment Committee the BNB General CD, which matures on 5/15/2019, will be terminated on Tuesday 5/21/2019 and transferred to the BNB General Money Market at a rate of .5%

11. **Public Expression** – There was no public expression

12. **Adjournment** – There being no further business to come before the Board, Barbara made a motion to adjourn the meeting. The motion was unanimously approved. The meeting was adjourned by the President at 7:40 p.m.

Respectfully submitted,  
Barbara Best, Secretary  
Approved on: June 17, 2019

Next Trustee meeting: Monday, June 17, 2019 at 6:00 pm.

Upcoming Friends of the Library meeting: Monday, June 10, 2019 at 3:00 pm.

## Director's Report May 20, 2019

### Donations

- \$25.00 from Carmine Esposito
- \$25.00 from Adele Schlapik in memory of Arlene Marvin
- \$25.00 from Margaret Murphy in memory of Arlene Marvin
- \$50.00 from Jonathan Baker
- \$50.00 from Peter & Marjory Stevens in memory of Arlene Marvin
- \$50.00 from the Fleets Neck Property Association in memory of Peter Todebush
- \$50.00 from Margery Lynne McGrail in memory of Peter Todebush
- \$60.00 from Elaine Douglas in memory of Peter Todebush
- \$75.00 from the North Fork Country Club in memory of Peter Todebush
- \$100.00 from Lois, Andy, Lauren & Michael McGowan in memory of Peter Todebush
- \$100.00 from David Shapiro in memory of Peter Todebush
- \$150.00 from Suzanne Merzon, Marcia Schecter, and Marilyn Seltzer in memory of Arlene Marvin

**Total: \$760.00**

### Friends of the Library Update

The Friends of the Library met on Monday, May 13, 2019. The Director presented the WB Mason Temporary Glass Installation Proposal (presented to the Board at the April Meeting), stressing the need to better utilize space within the library to meet community demands. The Friends voted to approve supporting the installation of additional meeting room space. The Friends also approved additional expenses incurred for the ESOL & Citizenship Courses amounting to \$639.50. Further, the Friends voted to support the North Fork Amateur Artists Competition.

### NOFO Amateur Artists Book Competition

- Stemmed by volunteer, Caroline Riley, and supported by the Friends of the Library, the Amateur Artists Book Competition encourages community members to share their artistic talents by submitting their best work to the library. Work will be judged by well known local artists, and winning artwork will be published in the book. Tentatively, there will be a reception for all participants prior to the launch of the book. Submissions are being collected from May 31 – September 3. The proceeds of book sales are set to create a scholarship fund at the Mattituck High School for students within the Library district.

### Historical Council Collaboration

- On May 14, 2019, the Director presented to the Historical Council on a plan to add WiFi throughout the Village Green and buildings. Should the council choose to move forward with the project, there will be an initial start up and installation cost, but the month to month costs thereafter will be minimal. They will have their own modem, and be responsible for their own service and maintenance. The motivation in proposing this to the Council is to create a hotspot corner in town from the Council to the Library, allowing us to collaborate, share physical space, and hopefully open the opportunity for overflow programs to be booked in the appropriate spaces within the Historical Council buildings.
- Further opportunities available with the addition of WiFi are:
  - Future historical presentations and discussions both in designated buildings, and outside areas
  - Running photograph, video or other content displays on monitors to compliment displays
  - Opportunity for future electronic walking tours
  - Outdoor WiFi for both Council events, visitors and passersby
    - The Director further proposed the Historical Council consider a brick project memorial fundraiser to create an outdoor sitting area, further drawing people into the space. Enhancing the space across the street from the Library will only bring more people in to both entities.

## Director's Report May 20, 2019

### Library Statistics

Included in the Trustee Board Packets, are the following statistical reports:

- Circulation Statistics for January-April 2019
- Circulation Statistics for January-December 2018 (for comparison purposes)
- Program & Meeting Room Statistics for 2017-2019
  - Please note addition of Passport Services Statistics

### Meetings Attended

- April 17, 2019 – *Library Market* Calendar/Room Booking Demo Webinar via SCLS
- April 24, 2019 – Directors Zone Meeting @ Shelter Island Library
- May 1, 2019 – PALS Directors Meeting @ SCLS
- May 6, 2019 – *Assabet Interactive* Calendar/Room Booking Demo Webinar via SCLS
- May 7, 2019 – *Communico* Calendar/Room Booking Demo Webinar via SCLS
- May 9, 2019 – Long Island Library Conference @ the Melville Marriott
- May 14, 2019 – Historical Council Meeting @ Cutchogue New Suffolk Free Library

### *Building & Grounds*

#### Community Service

The Library was fortunate to have 21 hours of Community Service completed by a local individual. This person successfully cleaned our program chairs; scrubbed the moss off the outside of the Library around the windows of the church, the steps of the church, and other locations; scrubbed the moss and mold off our wooden outdoor signs; weeded and tilled our garden; dusted all the shelves, and railings in the building; and cleaned out the stairwells of leaves and debris. We are grateful for his hard work and devotion!

#### Library Chairs

- The Babylon Library donated 15 chairs they were discarding to the Cutchogue New Suffolk Free Library; these chairs are an earlier model of the chairs currently utilized in the program room; to be used as backup.
- The new chairs, purchased from Krueger International arrived on Wednesday, May 15, 2019.

### *Staff Meetings*

#### Quarterly Circulation Meeting:

- On Wednesday, April 17 (Session 1), and Thursday, April 18 (Session 2), both Marnie Kelly, Head of Circulation and Sharon Carita, Head of Technical Services discussed with and trained staff on the following: customer service etiquette and expectations; procedure for transferring patrons from one district to the next; auto renewal information; offline practice demo (for when the system fails); and general circulation procedures through Sierra, our circulation software.

#### Adult Services Monthly Meeting:

- The Director and Adult Services staff discussed displaying flyers and information on a monitor or television screen for patrons to read. The information would run on a timed reel. Staff were receptive to the idea of streamlining information for patrons, recognizing it may effectively share library information with regular patrons beyond what they would normally be exposed to.

#### Youth Services Monthly Meeting:

- The Director and Youth Services Librarians met to discuss the events and plan for the upcoming New Suffolk Chowderfest, sponsored by the New Suffolk Waterfront. Staff work with the Waterfront as a form of outreach services.

## Director's Report May 20, 2019

### **CPR/AED Training:**

- On Friday, May 10, 2019 staff members, Mariella Ostroski, Darlene Brush, Seth Bank, Kristie Korade, and Diane Pautke were trained and certified in administering CPR and utilizing the AED machine in an effort to increase staff comfort in an emergency situation, and in general align with the Library Safety Action Plan.

### **Food Handlers Course**

- On April 17 & 18, 2019 Dawn Manwaring and Mignon Osmer completed the Food Manager's Course held in the Yaphank County Health Center. This certificate will be in effect until April 18, 2022. The Department of Health provides food safety training to better equip food handlers to ensure attendees safety and health during food related programs within the Library.

### ***Programs & Services***

#### **Youth Services** – *report from Mignon Osmer, Head of Youth Services*

- The Annual Spring Egg Hunt drew in over 100 attendees who collected 1,000 eggs in a matter of 5 minutes despite the lingering rain!
- The Children's Department shared the first Lego STEM Robotics Class with patrons; airplanes were created. Science Teacher, Rich Norris will be returning for 3 more classes this summer.

#### **Teen & Tween Services** – *report from Kristie Korade, Teen & Tween Services Librarian*

- On April 13, 2019, Librarian Kristie Korade, in collaboration with Southold Free Library, and with the support of the Friends of the Library brought over 20 individuals to St. Joseph's College to meet some of their favorite Authors, ask them questions, and learn and be inspired from the best. *Thank you to the Friends of the Library for supporting the bus trip!*

### ***Old Business***

**Temporary Glass Installation** - *See Friends report above. The proposal is included in your Board Packets.*

#### **Lions Club Glasses Drop Information**

Information on where collected glasses are donated is included in your Board Packets, and has been made available for the public.

### ***New Business***

#### **Audit Engagement Agreement**

The Director requests a motion to agree to the terms of engagement presented by Baldessari & Coster, LLP CPA's to perform the Library's Fiscal Year 2018-2019 Audit. The engagement agreement is included in your Board Packets.

#### **Bridgehampton National Bank Capital CD**

The Bridgehampton National Bank Capital CD amounting to \$48,611.99 reached maturation on April 27, 2019. After discussion with the Investment Committee, the CD was terminated, and the funds from this CD were moved temporarily to the Capital Money Market at a rate of .50% for ease of near future investment. The Money Market now totals \$69,229.05.

#### **Bridgehampton National Bank General CD**

The Bridgehampton National Bank General CD amounting to \$251,547.35 reached maturation on Wednesday, May 15, 2019. After discussion with the Investment Committee, the CD will be terminated and the funds from this CD will temporary be moved to the General Money Market at a rate of .50%, again, for ease of future investment. The Director will close the CD and transfer this money on Tuesday, May 21, 2019.

#### **Insurance – Cook Maran Associates**

The Library received dividend checks for the 2017 term amounting to \$1,944.47; similar to the amount received in the previous year.