

**CUTCHOQUE NEW SUFFOLK FREE LIBRARY**  
**Board of Trustees, Meeting Minutes**  
**Monday, July 15, 2019 @ 6:00 p.m.**

**Present:** Trustees Wendy Reeve, Vice President, Sara Campbell, Treasurer; Barbara Best, Secretary; Shannon Simon, Donna Mayne, Raquel Martinez Fonts, Rosemary Winters, Library Director.

**Absent:** Richard Jordan, President

1. **Call to Order** – As a quorum was present, the meeting was called to order by the Vice President, Wendy Reeve at 5:54 p.m.
2. **Adoption of the Agenda** – The Vice President presented 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 June 17, 2019 board meeting for review and approval. As there were no additions or corrections, Raquel Martinez Fonts made a motion to approve the minutes. The minutes were approved unanimously.
5. **Financial Reports** – The Library Director presented the financial reports for discussion. Questions from the Trustees were entertained and answered by the Director and the Treasurer.
  1. General Fund Treasurer’s Report – The Director reviewed the Treasurer’s Report dated June 2019.
  2. Multi-Fund Report – The Director presented the Multi-Fund Report dated June 30, 2019.
  3. General Warrant – After discussion and review of the disbursements for the past month, a motion to approve the General Fund Warrant dated July 15, 2019 was made by Shannon Simon. The motion was unanimously approved.
  4. Capital Warrant – There was no Capital Warrant.
  5. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated June 14, 2019 and June 28, 2019 was made by Sara Campbell. The motion was unanimously approved. The payrolls specifically approved were:
    - i. Gross Wages for the payroll dated June 14, 2019 were \$33,488.14.
    - ii. Employer Taxes for the payroll dated June 14, 2019 were \$9,546.17.
    - iii. Gross Wages for the payroll dated June 28, 2019 were \$35,971.73.
    - iv. Employer Taxes for the payroll dated June 28, 2019 were \$10,083.76.
6. **Director’s Report** -- The Library Director presented her report. A motion to accept the Director’s report dated July 15, 2019 and the attachments thereto was made by Wendy Reeve. The motion was unanimously approved.
7. **Personnel Report** – The Director presented the Personnel Report which is included as part of the President’s addendum. A motion to approve the Personnel Report was made by Barbara Best. The motion carried unanimously.
8. **Friends of the Library Report** – An update is included as part of the President’s addendum.
9. **Committee Reports** (Note: inactive committees are shown in *italics*.)
  - a. Investment Committee, Richard Jordan – The Investment Committee had nothing to report.

- b. Nominating Committee, Shannon Simon, Donna Mayne – The Nominating Committee arranged a meet and greet session among the Trustees in honor of the newest member Raquel Martinez Fonts.
- c. Policy Committee, Donna Mayne, Wendy Reeve – The Policy Committee had nothing to report.
- d. Research & Development Committee, Barbara Best, Shannon Simon, Donna Mayne

**10. Old Business**

Strategic Plan Distribution: The director distributed the Strategic Plan to the Trustees for review. The Director and Trustees will overview the plan pointing out items completed and items to be addressed starting at the August 2019 meeting.

**11. New Business**

- a. Trustee List July 2019-June 2020: An updated list of Trustees was distributed to the Trustees.
- b. Staff Directory 2019-2020: An updated staff directory was distributed to the Trustees.
- c. A motion to amend the Introduction to Library Operations Handbook was made by Donna Mayne. The motion carried unanimously.
- d. Amendment of Plan of Service\*  
A motion to approve the Plan of Service Policy of the Library Operations Handbook as amended was made by Raquel Martinez Fonts. The motion carried unanimously.
- e. Move Bequest to Capital\*  
A motion to approve the bequest of \$5,000.00 from Joe and June Metzner to the Capital Account was made by Shannon Simon. The motion was unanimously approved.

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

**13. Executive Session** – Wendy Reeve made a motion to enter Executive Session at 6:58, to discuss a personnel discipline matter. The motion was unanimously approved. Shannon Simon made a motion to leave Executive Session at 7:18. The motion was unanimously approved.

**14. Adjournment** – There being no further business to come before the Board, Raquel Martinez Fonts made a motion to adjourn the meeting. The motion was unanimously approved. The meeting was adjourned by the Vice President at 7:18 p.m.

Respectfully submitted,  
Barbara Best, Secretary  
Approved on: August 19, 2019

**Next Trustee meeting: Monday, August 19, 2019 at 6:00 pm.**  
**Upcoming Friends of the Library meeting: Monday, August 12 at 3:00 pm.**



## Director's Report July 15, 2019

### Donations

- \$100.00 from Scott O'Neil & Neil Kraft in memory of Arlene Marvin
- \$200.00 from Rip & Noreen Fisher
- \$5000.00 bequest from Joe & June Metzner

### Donation - *Memorial Stake*

Thank you to Karen Kelliher, a relative of our staff member Sharon Carita, for donating a memorial stake to our Library to fix a plaque located in the front of our building. The plaque stands in front of a donated tree, and states: *"He who plants a tree, plants hope" in honor of the wonderful lives and times of Seymour, Allen and Robert & in memory of Evan and Sam Berzofsky "Let your soul stand cool and composed before a million universes."* A thank you note has been sent to Karen Kelliher for her generosity to our Library.

### Safety and Loss Prevention Consultation and Evaluation

Since the Worker's Compensation Rating Board had a 1.26 modification in 2018-19, we are required to undergo a Safety and Loss Prevention Consultation and Evaluation. The Department of Labor requires this be done within 30 days of the receipt of the letter (dated 7/2, received 7/8). Utica Insurance, the Library's Worker's Compensation Insurance Carrier, will complete the mandated consultation and evaluation for the Library and they will also contact the Department of Labor within the 30-day time frame. This will be completed at no cost to the Library.

### Friends of the Library Update

- The Friends of the Library met on July 8 to discuss the upcoming book sale, jewelry and accessory collection, and the addition of a fundraiser for the Spring. No decision has been made at this time.
- On Friday, July 12 the Friends held a *Wind Down Friday* which featured a discussion by Rainer Gross and Allan Wexler. Gross & Wexler are also on display in the gallery along with other local artists selected by Jonathan Weiskopf of VSOP Projects in Greenport. A wine and cheese reception followed the discussion allowing attendees to speak with the artists and preview their work.
- Artist Allan Wexler generously donated his book *Absurd Thinking Between Art and Design* to the Library for the newly created Local Artist's Gallery Collection. This collection is located in the Upstairs Gallery and will be composed of North Fork Artists.
- The Friends of the Library Annual Book Sale will be on Thursday, August 1<sup>st</sup> (preview sale) from 5-7pm, Friday, August 2<sup>nd</sup> from 9am-3pm, and Saturday, August 3<sup>rd</sup> from 9am-3pm (bargain bag starting at 1pm). Please make every effort to attend. A flyer is included in your Board Packets.

### Library Statistics

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

- Circulation Statistics for January-June 2019
- Circulation Statistics for January-December 2018 (for comparison purposes)
- Program & Meeting Room Statistics for 2017-2019

### Meetings Attended

- June 18, 2019 - Access to Legal Resources Program @ SCLS
- June 25, 2019 - PLDA Directors Roundtable @ SCLS
- June 26, 2019 - Directors Zone Meeting @ Floyd Memorial Library

### *Building*

#### Community Bulletin Boards

Community Bulletin Boards have been installed on the main floor of the Library near the Circulation area, and are being managed by Ellen Bonta. Ellen will ensure the postings adhere to the policy, are timely, and are neat and tidy. Patrons are thrilled by the additional parameters that allow them to display more materials. Thank you to Shane Burger for donating his time to install the Bulletin Boards.

## Director's Report July 15, 2019

### Artwork in the Adult Room

Please visit the Adult Reading room to view the painting *Triquetra* by Anne Sherwood Pundyk. Her large canvas work is on display in the Adult Room in collaboration with the Summer Reading Theme *A Universe of Stories*. Thank you to Anne for sharing her work with our Library and community members, and thank you to Shane Burger for donating his time to remove the paperback shelving to allow for the artwork display.



### Technology

The Director purchased an additional iPad for the Library; discussions are being held to determine if preloading an iPad with e-books would be a cost-effective way to loan out special items to patrons rather than purchase as a playaway or audiobook.

### Summer Reading - A Universe of Stories

#### Adult Summer Reading Program

- All participants receive a *Universe of Stories* pen as a signup gift.
- Participants are required to read four books, and complete a form rating each book read and providing a synopsis. Participants store their reading log at the Library.
- After completing four books, participants receive a completion gift and a raffle ticket to enter to win the grand prize telescope, or various other gift certificates generously donated by local businesses.
- There is also a cross-word puzzle for all patrons, after completing the puzzle, patrons are entered into a raffle. This contest is open to all patrons (including out of district).

#### Teen & Tween Summer Reading Program

- For participants entering grades 5-12.
- All participants receive a sign-up gift courtesy of *Magic Fountain, Hampton Coffee, and Chipotle!*
- After reading 1 book, all participants enter into a raffle to win a Skybox for 20 people to a Long Island Ducks Game on Sunday, August 4th, compliments of *Sayville Ford*.
- After each book read, a raffle ticket is earned to put towards the prize baskets. The more books read, the higher the participants chance to win a prize basket, helping to encourage our young readers!
- For all programs attended, participants receive a raffle ticket to win a Fujifilm Instax Mini 9 Instant Camera, to encourage program attendance!

#### Children's Summer Reading Program

- Independent Readers Club: Grades 1-5
  - Open to all independent readers; after each book read, discuss your book with a librarian, log it, and receive a prize!
- Read-To-Me Book Club
  - For all participants pre-school aged; after each book read, discuss your book with a librarian, log it, and receive a prize!
- For all young readers, after one book read, enter to win the 20 Ticket Long Island Ducks Skybox on Sunday, August 4<sup>th</sup> compliments of *Sayville Ford!*

### Programs & Services

#### Citizenship Course - report from Darlene Brush, Head of Adult Services

One student from the Cutchogue New Suffolk Free Library and CAST Citizenship Class passed the citizenship test and is officially a citizen of the United States. The success of this individual is particularly special because they recently suffered a medical hardship, and were still able to recover and pass the exam. Congratulations to Darlene Brush, CAST representatives, and the volunteers who made this possible. The participant spoke at CAST on July 11, 2019 and noted "she is the American dream".

## Director's Report July 15, 2019

### New York Botanical Garden Tickets

The Library is now offering reduced cost tickets to the Botanical Gardens in New York. Given the high volume of libraries in Suffolk County, SCLS is able to provide libraries with discounted tickets as a service for patrons. Adult tickets are available for \$15.00; we do not have children's tickets. See regular pricing below for savings:

Audience	Weekends	Weekdays
Adult	\$28.00	\$23.00
Senior (65+)	\$25.00	\$20.00
Children (2-12)	\$12.00	\$10.00
Children under 2	Free	Free

### Outreach Services - *Little Free Library*

Librarian Trainee Bonnie Zellner orchestrated the rebirth of our *Little Free Library*, registered through the non-profit organization with the theme of *Take a Book, Share a Book*. One little library will be located in the Community Garden in New Suffolk, near *Cases Place*, and the other will be located at Pequash Beach, within the park area. Both will be managed by Bonnie Zellner with items donated to the library. The little library is expected to be installed during the month of July, and we look to raise awareness through the Suffolk Times.

### Outreach Services - *CAST Back to School Collection*

In collaboration with CAST, the Library will be collecting back to school supplies in the lobby, from August until the start of school. This collection includes any and all supplies required for early education. *Thank you to Monica Schnee, Director of CAST in Greenport for her continued collaborative efforts with our Library.*

### Local History - *American Girls Visit the Village Green*

Local History Librarian, Mariella Ostroski along with assistance from Bonnie Zellner, Anne Cutolo, Gloria Groocock and Liz Burns hosted an American Girl Doll tea inviting all children from the community to attend with or without their favorite dolls, allowing them to tour the historical buildings on the Village Green and teaching them about how life was for the youth of the time periods associated with the Wickham House, Old School House and more. *Congratulations to Mariella and her volunteers on a successful program integrating youth services into historical services!*



### Teen Services & Outreach Services - *Teens Care - Pleasant Planters for the Homebound*

Kristie Korade annually provides a teen program where teenagers volunteer their time to create a gift for participants of the homebound program. Darlene Brush who runs the homebound programs selects library materials for homebound patrons and sends those items out weekly. This year the teens painted clay planters and wrote kind words on heart shaped cards that were tied on with ribbon. Each planter held a flowering impatiens. Darlene delivered the plants to nine homebound patrons, and all were very appreciative.

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

- The first ever "Tots Drive-In Movie" was a hit. Tots had cardboard box cars painted and designed by teens for community service hours. Given the success of the event, it will be an annual one.
- Story time at Browder's Birds Farm in Mattituck was successful, and brought a new light to the meaning of story time; getting the children involved in our community.
- Thank you to Peg Kaelin, Caitlin Jacobs, Bonnie Zellner and Kristie Korade for decorating the Children's and Teen areas for *A Universe of Stories* summer theme. We look forward to another successful season.

## Director's Report July 15, 2019

- Mignon attended the *Hands-on EDU Tech Workshop* at the Brentwood Public Library and learned about setting up and offering a STEAM cart for youth patrons. Activities and supplies will be changed monthly and will be available to patrons during all operational hours.

### Rain Barrel for the Community Garden

Mignon Osmer, with assistance from Cornell Cooperative Extension's Mark Capellino, Mariella Ostroski, and Pat Haggerty, installed a rain barrel for the community garden. The object of the rain barrel is to collect rain water from the sky and roof and reuse that water to water the garden. This year the garden is a "butterfly garden". *Congratulations to Mignon Osmer on a sustainable and innovative project for our community!*



### Staff Meeting

A full staff meeting was held on Wednesday, June 12 at 8:00am. Minutes from the meeting are included in you Board Packets.

### *Old Business*

#### Strategic Plan Distribution

As a point of old business, the Director is distributing a copy of the Strategic Plan to all Trustees. Please take the opportunity to review over the course of the next month. Starting at the August meeting, the plan will be reviewed starting with goal one.

### *New Business*

#### Updated Trustee List

Included in your Board Packets is an updated Trustee List effective July 2019. The list includes contact information, position, and term. Please review for any corrections.

#### Staff Directory 2019-2020

Included in your Board Packets is an updated Staff Directory for 2019-2020. The list includes an image, name, position(s), and email address.

#### Amendment of Introduction to Library Operations Handbook

Under new business, the Director requests approval of the amended Introduction to the Library Operations Handbook. This amendment updates the number of Board members, and the time of the monthly Board meetings to match the by-laws.

#### Amendment of Plan of Service

Under new business, the Director requests approval of the amended Plan of Service from the Library Operations Handbook. This amendment updates the number of registered card holders as of January 2019, as well as the number of Board members to match the by-laws.

#### Move Bequest to Capital

Under new business, the Director requests approval to move a \$5,000.00 bequest from Joe and June Metzner to the Capital Account for future projects.