

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Meeting Minutes
Monday, August 19, 2019 @ 6:00 p.m.

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

Absent: Shannon Simon

1. **Call to Order** – As a quorum was present, the meeting was called to order by the President, Richard Jordan at 6:11 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 Wendy Reeve. 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 July 15, 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 July 2019.
 2. Multi-Fund Report – The Director presented the Multi-Fund Report dated July 31, 2019.
 3. General Warrant – After discussion and review of the disbursements for the past month, a motion to approve the General Fund Warrant dated August 19, 2019 was made by Barbara Best. 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 July 12, 2019 and July 26, 2019 was made by Donna Mayne. The motion was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for the payroll dated July 12, 2019 were \$34,605.63.
 - ii. Employer Taxes for the payroll dated July 12, 2019 were \$9,820.76.
 - iii. Gross Wages for the payroll dated July 26, 2019 were \$35,684.11.
 - iv. Employer Taxes for the payroll dated July 26, 2019 were \$10,147.74.
6. **Director’s Report** -- The Library Director presented her report. A motion to accept the Director’s report dated August 19, 2019 and the attachments thereto was made by Richard Jordan. The motion was unanimously approved.
7. **Committee Reports** (Note: Committees inactive during the month are shown in *italics*.)
 - a. Investment Committee, Richard Jordan
 - b. Nominating Committee, Shannon Simon, Donna Mayne
 - c. Policy Committee, Donna Mayne, Wendy Reeve
 - d. Research & Development Committee, Barbara Best, Shannon Simon, Donna Mayne

8. **Old Business**

Strategic Plan Distribution: The director distributed the Goal 1 section of the Strategic Plan to the Trustees, pointing out items completed and items to be addressed.

Website Development: The director presented an overview of completed and proposed updates to the library's web site.

9. **New Business**

- a. 2020 Holiday Schedule: A motion to approve the 2020 Holiday Schedule was made by Donna Mayne. The motion carried unanimously.
- b. 2020 Staff Development Day: A motion to approve closure of the library on Thursday December 12, 2019 to allocate the day towards staff development was made by Sara Campbell. The motion was unanimously approved.
- c. A motion to approve November 13-16 attendance to the NYLA Conference was made by Wendy Reeve. The motion carried unanimously.
- d. A motion to approve signature of Thomas M. Volz, PLLC Legal Services retainer was made by Richard Jordan. The motion was unanimously approved.
- e. A motion to close the Fundraising Checking Account and move the funds to the Capital Account was made by Raquel Martinez-Fonts. The motion carried unanimously.

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

11. **Adjournment** – There being no further business to come before the Board, Wendy Reeve made a motion to adjourn the meeting. The motion was unanimously approved. The meeting was adjourned by the President at 7:55 p.m.

Respectfully submitted,
Barbara Best, Secretary

Approved on: September 16, 2019

Next Trustee meeting: Monday, September 16 at 6:00 pm.
Upcoming Friends of the Library meeting: Monday, September 9 at 3:00 pm.

Director's Report August 19, 2019

Donations

- \$50.00 tribute donation from Penny Peters in memory of Jenny Schugren
- \$100.00 from the Nassau Point Property Owners Association

Friends of the Library Update

- The Annual Book Sale earned \$4,000.00, approximately \$200.00 more than last year. This year the Friends offered a small jewelry, accessory and gift card sale to add to their revenue and promote the 2nd Annual Jewelry & Accessory Sale, previously known as *Baubles & Bling*.
- The 2nd Annual Jewelry & Accessory Sale will be on Saturday, November 30 from 9:00am-3:00pm and Sunday, December 1 from 1:00-5:00pm. This year the sale will exclude handbags. The Friends of the Library will be collecting donations from August until November 22.

Book Sale Donation Additional Benefit – report from Mimi Ashton, Circulation & Technical Services

- Due to the incoming donations, 61 books were used to replace old, damaged, and well used books in our adult collection. Approximately 15 books were added to the New Shelf, some first copies, and others as second copies. Approximately 10 more books were stored for future replacements, if possible the book is replaced when being removed from the New Shelf. That is a total of 86 books that would retail at about \$27.00 per book on average which equals \$2,322.00. 86 books with a 40% discount from Baker & Taylor (our book vendor) equals \$1,393.20. The Friends book sale not only benefits the Library by bringing in monetary funds for supporting programs and services; it also benefits the library by helping to keep our books in top condition with no cost.

Library Statistics

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

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

Meetings Attended

- July 17, 2019 – PALS Directors Meeting @ SCLS
- July 18, 2019 – PLDA Quarterly Meeting @ SCLS
- July 24, 2019 – Music & Memory Meeting (getting started) @ Cutchogue New Suffolk Free Library

Building & Safety

Addition of 3 panic buttons to the Library Staff service desks, one at the Circulation Desk, Information Desk, and Juvenile Desk so that in the event of an emergency, staff may access the button discreetly to call 9-1-1.

Programs & Services

Artist Studio Tour Kickoff Reception

Friday, September 13, 6:00pm

Please join us for a kickoff reception, open to the public free of charge. This reception will feature the artists involved in the 3rd Annual Artist Studio Tour. This year, the reception will be in collaboration with the Friends of the Library. Attendees will enjoy informal comments from the artists themselves, along with wine and cheese. Attendees also have the opportunity to purchase tickets for the tour.

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3rd Annual North Fork Artist Studio Tour
Saturday, September 14, 10:00am-4:30pm
Fee: \$25.00 per person for a one-day tour

Tour local artists studios, engage in discussion, watch art demonstrations, and learn how these local talents put their art into action. Start your tour at the Library to receive a tour bracelet & map with information about each artist, details about demonstrations, refreshments and additional events. Please visit www.nofloatour.com for more information. Tickets can be purchased at the Library or online. Artists featured are:

Tom Lulevitch
Bob Green
Paul Kreiling
Glenn McNab
Diane Alec Smith

Randee Daddona
Bennett Sykes Blackburn
Anne Sherwood Pundyk
Cindy Pease Roe
Ruth Westfall

Chris Hamilton
Kara Hoblin
Nick Cordone
Lori Guyer
Shannon Guyer

Positivity Project

The Director in collaboration with Cookie Slade, *past Board President*, and Veronica Kaliski as well as staff members, Seth Bank, Kristie Korade, Mariella Ostroski, Mignon Osmer and Caitlin Jacobs have been working on the Positivity Project, an idea borne out of Cookie Slade's desire to reduce the impact of negativity in our world by promoting positivity. *The mission of the Positivity Project is to exhibit and encourage kindness in our everyday life in order to support diversity and understanding. Activities and ideas will be presented at the Cutchogue New Suffolk Free Library on an ongoing basis, as well as through social media, in an effort to reach as many people as possible. We will focus on our similarities as people, as well as how working together is more positive than working against each other.* For the fall season, in the lobby of the Library, we will have a Positivity-tree display; patrons may write a positive message on a leaf and add the message to the tree display. As the tree grows, positivity spreads. The committee aims to have a quarterly installation.

Battle of the Books - report from Kristie Korade, Teen & Tween Services Librarian

- This summer Teens met weekly from the first week of June through August 9 for 1 hour and 30 minutes to prepare for the competition on August 10.
- Battle of the Books is a book trivia competition (on 8 novels) between 40 Suffolk County Libraries held at Stonybrook University.
- Teams are limited to 6 students, our team of dedicated teens scored second place during the afternoon session of 13 libraries. They also scored higher than all the teams of the morning session.
- Great job to the Cutchogue *Whiffenpoofs!*



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

- The Library offers all patrons, from near and far, summer and full-time residents a sense of community. Never has that been more apparent than in this 2019 Summer season; everyone expressed a sense of belonging to our Library. Our collaboration with neighboring libraries gave these patrons the opportunity to visit the North Fork Libraries, and to be exposed of all the opportunities that libraries offer. A patron put it perfectly: "The Library is like coming home!"
- The Youth Department will be offering a back to school kit for patrons to check-out, the kit includes books about starting school, a simple craft, a puzzle and a Curious George stuffed animal. Also offered for check-out is a Sensory Toys Kit, which has over 15 tactile and interactive toys for younger children.

Director's Report August 19, 2019

Old Business

Strategic Plan - Goal One

Under *Old Business* the Director will review Goal One of the Strategic Plan, pointing out completed and continuing items.

Website Development Update

Under *Old Business* the Director will update the Board on the status of the website redesign, previewing the site online.

New Business

2020 Holiday Schedule*

Under *New Business* the Director requests Board approval of the 2020 Holiday Schedule, with the addition of closing at 6:00pm on Good Friday.

2020 Staff Development Day*

Under *New Business* the Director requests Board approval to close the Library on Thursday, December 12, to allow for Staff Development Day which will focus on training and safety.

NYLA Conference Attendance Request*

Under *New Business* the Director requests Board approval to attend the Annual New York Library Conference in Saratoga Springs from November 13-16 with reimbursement for registration, travel, lodging, meals and miscellaneous expenses not to exceed \$1,500.00.

Legal Services Retainer - Law Offices of Thomas M. Volz, PLLC*

Under *New Business* the Director requests Board approval for a retainer contract with Thomas M. Volz, the Library Attorney for the July 1, 2019-June 30, 2020 Fiscal Year. The fee shall be \$220 hourly for attorneys and \$115 hourly for paralegal services.

Move Fundraising Checking Account money to Capital Account*

Under *New Business* the Director requests Board approval to move the money from the Fundraising Checking Account to the BNB Capital Account and close the designated Fundraising Checking account at Bridgehampton National Bank.