

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Meeting Minutes
Monday, September 16, 2019 @ 6:00 p.m.

Present: Trustees Richard Jordan, President; Wendy Reeve, Vice President; Sara Campbell, Treasurer; Shannon Simon; Donna Mayne, Rosemary Winters, Library Director.

Absent: Barbara Best, Secretary (Proxy attached), Raquel Martinez-Fonts

1. **Call to Order** – As a quorum was present, the meeting was called to order by the President, Richard Jordan at 6:03 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 Sara Campbell. The motion was unanimously approved.
3. **Public Expression** – There was no public expression.
4. **Approval of the Minutes** – The Vice President presented the minutes of the August 19, 2019 board meeting for review and approval. As there were no additions or corrections, Donna Mayne 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.
 - a. General Fund Treasurer’s Report – The Director reviewed the Treasurer’s Report dated August 2019.
 - b. Multi-Fund Report – The Director presented the Multi-Fund Report dated August 31, 2019.
 - c. General Warrant – After discussion and review of the disbursements for the past month, a motion to approve the General Fund Warrant dated September 16, 2019 was made by Wendy Reeve. The motion was unanimously approved.
 - d. Capital Warrant – There was no Capital Warrant.
 - e. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated August 9, 2019 and August 23, 2019 was made by Richard Jordan. The motion was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for the payroll dated August 9, 2019 were \$35959.00.
 - ii. Employer Taxes for the payroll dated August 9, 2019 were \$10265.16.
 - iii. Gross Wages for the payroll dated August 23, 2019 were \$35983.61.
 - iv. Employer Taxes for the payroll dated August 23, 2019 were \$10308.78.
6. **Director’s Report** -- The Library Director presented her report. A motion to accept the Director’s report dated September 16, 2019 and the attachments thereto was made by Donna Mayne. The motion was unanimously approved.
7. **Personnel Report**, - The Director presented the Personnel Report. A motion to accept the Personnel report was made by Shannon Simon. The motion was unanimously approved.
8. **Committee Reports** (Note: Committees inactive during the month are shown in *italics*.)
 - a. *Investment Committee, Richard Jordan, Wendy Reeve*
 - b. *Nominating Committee, Shannon Simon, Donna Mayne*
 - c. *Policy Committee, Donna Mayne, Wendy Reeve*
 - d. *Research & Development Committee, Barbara Best, Shannon Simon, Donna Mayne*

9. Old Business

- a. Strategic Plan – Goal Two. The Director presented Goal Two of the Strategic Plan, reviewed the current objectives and strategies, and presented future strategies to continue to meet the objectives.
- b. Temporary Wall Installation Update – The temporary wall behind the circulation desk will be installed starting October 10th and expected to be a 2-3 day installation. Staff has been notified of the project.

10. New Business

- a. Amend Library Card Application- A motion to amend the Library Card Application was made by Richard Jordan. The motion was unanimously approved.
- b. Amend Lending Periods, Fines & Fees Policy – A motion to amend the Lending Periods, Fines & Fees Policy was made by Wendy Reeve. The motion was unanimously approved.
- c. Amend Application for Employment. – A motion to amend the Application for Employment was made by Sara Campbell. The motion was unanimously approved.
- d. Utica National Insurance Evaluation & Consultation. The recommendations made by the consultant and their implementation was discussed.

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

12. **Executive Session** A motion to enter into Executive Session at 7:07 was made by Richard Jordan. The motion was unanimously approved. Possible actions concerning a problem patron were reviewed. A motion to exit Executive Session at 7:14 was made by Sara Campbell. The motion was unanimously approved.

13. **Adjournment** – There being no further business to come before the Board, Donna Mayne made a motion to adjourn the meeting. The motion was unanimously approved. The meeting was adjourned by the President at 7:15 p.m.

Respectfully submitted,
Wendy Reeve on behalf of Barbara Best, Secretary
Approved on: October 21, 2019

Next Trustee meeting: Monday, October 21 at 6:00 pm.
Upcoming Friends of the Library meeting: Monday, October 28 at 3:00 pm.

Directors Report

Donations

- **\$25.00** from George & Lynn Krug
- **\$25.00** from Kathleen Neumann in memory of Peter Todebush
- **\$1000.00** from Jessica Hoffman Brennan

Library Aid

- **\$2,518.00** received in Local Library Aid for the 2019-2020 fiscal year.

Friends of the Library Update

- The Friends of the Library approved program the following funding requests for the Juvenile, Teen & Adult Departments. Please note the additional cost of \$630.00 was approved to Fund the Youth Department Lego Robotics Program.

PROGRAM-RELATED	REQUEST
Children's Programs	\$3,000.00 + \$630.00 Additional (Robotics)
Adult Programs	\$2,000.00
Teen Programs	\$2,000.00
TOTALS	\$7,630.00

- The Friends are collecting jewelry, bags, scarves and accessories for the 2nd Annual Jewelry & Accessories Sale. *Please note, the Friends have decided to collect and sell bags (correction from last month).* The Jewelry Sale is set for Saturday, November 30, from 9:00am-3:00pm and Sunday, December 1, from 1:00-5:00pm. Advertisement for the jewelry collection and sale is underway.

Library Statistics

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

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

Meetings Attended

- September 4, 2019 – PALS Directors Meeting @ SCLS
- September 12, 2019 – Directors Zone Meeting @ Amagansett Public Library

Programs & Services

Hotspots – T-Mobile

As of September 1, the Library has 3 hotspots available for check-out to patrons. The devices were provided by T-mobile free of cost and the monthly charge is \$27.90 per hotspot. A hotspot essentially uses the cellular network provided by T-mobile to connect to the internet. A hotspot is great for someone traveling within the United States, for at home internet, and for working in places where there is no internet; the opportunities are

endless. We will be loaning out hotspots for 2-week periods through Tixkeeper to Cutchogue New Suffolk cardholders in good standing. The Hotspots are the first addition to our Technology Library of Things, which will be managed by Caitlin Jacobs.

2019 Summer Reading Statistics

Adult	2018	2019	
Total Books Read for Summer Reading Club:	299	333	11.4%
Total Participants in Summer Reading Club:	105	105	0%
Total Programs by Session:	135	140	3.7%
Total in Attendance:	2493	1706	-31.6%
<i>*Inclusion of ESOL/Bk Discussion/Local History *Change due to ESOL decrease in students (BOCES)</i>			
Children's	2018	2019	
Total Books Read for Summer Reading Club:	1665	1670	.3%
Total Participants in Summer Reading Club:	149	150	.67%
Total Programs by Session:	102	116	13.7%
Total in Attendance:	2229	2420	8.6%
Teen/Tween	2018	2019	
Total Books Read for Summer Reading Club:	316	505	59.8%
Total Participants in Summer Reading Club:	95	92	-3.2%
Total Programs by Session:	72	58	-19.4%
Total in Attendance:	906	819	-9.6%

3rd Annual Great Give Back

Saturday, October 19 the Library will be participating in a day of community service-oriented experiences. *The Great Give Back* has expanded to include not only Suffolk County, but Nassau County and many Libraries throughout New York State.

- **Food Drive**

Ongoing in the Library for the month of October

In recognition of *The Great Give Back* the Library will be collecting canned or boxed non-perishable food for CAST in Greenport, as well as dog and cat food for the North Fork Animal Welfare League in Southold.

- ***The Great Give Back Community Breakfast – 10:00-11:00am***

No registration, all welcome. Stop in the Library for coffee and breakfast treats, and chat with many local civic and charitable organizations that make the North Fork a better place. Learn what these organizations do for our community, and find out how you can get involved.

- ***Key Hooks for Habitat for Humanity – 11:00am-12:00pm***

For Tweens & Teens. Please register. Take part in our effort to give back to our community during the Great Give Back. Help us to make a special key hook plaque that will forever be a part of a family's joy of having their own home. 1-hour community service earned.

- ***Beach Clean-Up & Turtle Lecture @ Hallock State Park Preserve, Jamesport – 1:00pm***

Open to all. Please register. Join us as we all participate in the New York State community service initiative. There will be a Turtle Lecture presented by the Atlantic Marine Conservation Society

followed by a beach clean-up. There is no fee for this program, however, donations welcome for the important project of saving the turtles and aiding in environmental issues.

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

- The Youth Department had another fantastic summer, with well attended programs, a vibrant and busy room, and complimentary parents looking forward to all that is to come in the future.
- Thank you to the Board of Trustees, Friends of the Library, and staff of the Library for your continued support.

Staff & Meetings

Local History – Mariella Ostroski Recognition

Included in your Board Packets is a letter from David Higbee recognizing Mariella Ostroski. He noted Mariella exhibited “great patience, skill, understanding and kindness” to lead him “through the techniques that I needed to use and accomplish my goal.” Mr. Higbee wrote that nine months later he still calls on Mariella, and considers her a major asset to our Library. *Kudos to Mariella on her hard work, she benefits patrons greatly!*

Youth Services Department Meeting

On September 11, the Director met with the Youth Services Department to discuss the increase in homeschooled patrons in response to vaccination requirements and its impact on our library; the *Great Give Back* on Saturday, October 19 and associated events and collections; the installation of the new Meeting Space on October 10; the upgrade of the Juvenile Department OPAC; promotion of Kanopy for Kids; the Positivi-tree procedures; and Hotspots and the growth of the Library of Things.

Adult Services Department Meeting

On September 12, the Director met with the Adult Services Department to discuss the new Meeting Space installation on October 10; the Positivi-tree procedures; promotion of Kanopy to adults; Hotspots and the growth of the Library of Things; the development of the new website; a promotional postcard of services for patrons and discussion of a future mailing; training staff on the use of A/V equipment in the Community Room; wireless printing issues; the upcoming Music & Memory program run by Seth Bank; and open discussion.

Old Business

Strategic Plan – Goal Two

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

Temporary Glass Wall Installation – Update

The installation is scheduled for October 10, and is expected to be a 2-3-day installation. Staff have been notified, and we are starting the project of consolidation. Staff are excited about the enhancement, and patrons will be greatly benefited. Thank you to the Friends of the Library for supporting this project.

New Business

Library Card Application

Under New Business the Director requests approval to amend the Library Application to clarify whether a patron is a property owner or a temporary resident (renter). The Amended Library Card Application is included in your Board Packets.

Lending Periods, Fines & Fees

Under New Business the Director requests approval to amend the Lending Periods, Fines & Fees Policy to correct the wait period prior to billing for overdue notices. The Amended Lending Periods, Fines & Fees Policy is included in your Board Packets, the changes are indicated in red.

Application for Employment

Under New Business the Director requests approval to amend the Library Application for Employment to remove the inquiry about past job salaries or wages in accordance with a NYS law signed on July 10, 2019 that "prohibits all employers in the state from asking job applicants and employees about their past salaries or wages." The salary history law is effective on January 10, 2020. The Amended Application for Employment is included in your Board Packets.

Utica National Insurance Evaluation & Consultation

On July 31, 2019 the Director & Business Manager, Ann Sledjeski, met with Tony Padalino of Utica National Insurance Group to undergo a mandatory NYS Industrial Code Rule #59 Evaluation and Consultation of the Library. Due to the recent workers compensation claim, our rating increased from approximately 1 to 1.26 causing the evaluation. The following required changes must be made by March of 2020.

1. Workplace Violence Policy Statement
2. Safety Policy Statement with goals
3. Employee Conduct and Safety Rules and a written self-inspection checklist program for use during opening and closing of the library each day
4. Purchase of Yak-Trak slip resistant boot coverings for staff who aid in ice/snow procedures (complete)
5. Locking the rear entrance of the library; people may leave from the door, not enter
6. Installation of a key-pad access locking device on the door to the basement staff area
7. Minimize or eliminate use of the exterior concrete stairs off the staff area
8. Addition of security cameras

After implementation staff should be retrained on all procedures and policies. The Policy Committee will be meeting early October to implement the policy changes.



PROXY FORM

BE IT KNOWN, that I, Barbara Best,
a duly elected member of the Board of Trustees of the Cutchogue New Suffolk Free Library,
hereby constitute and appoint Richard Jordan
as my lawful attorney and agent for me and in my name, place and stead, to vote as my
proxy at the meeting of the CNSFL Board of Trustees to be held on
Monday, September 16, 2019 or any adjournment thereof.

This proxy is valid for:

for all business transacted at the meeting

for the following specific issues: _____

I herewith revoke any other proxy previously given. This proxy shall expire at the
conclusion of the meeting for which I have given this authorization. This proxy shall be
revocable, at any time, at the request of the undersigned.

Print Name: Barbara Best

Signed: Barbara J Best

Dated: August 16, 2019