

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Meeting Minutes
Monday, October 21, 2019 @ 6:00 p.m.

Present: Trustees Sara Campbell, Treasurer; Barbara Best, Secretary; Shannon Simon, Raquel Martinez-Fonts, Rosemary Winters, Library Director.

Absent: Richard Jordan, President (Proxy attached as addendum)
Wendy Reeve, Vice President (Proxy attached as addendum)
Donna Mayne, (Proxy attached as addendum)

Call to Order – As a quorum was present, the meeting was called to order by the secretary at 6:01 p.m.

1. **Adoption of the Agenda** – Director reviewed the Agenda that had been distributed in advance of the meeting. A motion to adopt the agenda was made by Shannon Simon. The motion was unanimously approved.
2. **Public Expression** – There was no public expression.
3. **Approval of the Minutes** – The Secretary presented the minutes of the September 16, 2019 board meeting for review and approval. After correction of a spelling error, Sara Campbell made a motion to approve the minutes as amended. The minutes were approved unanimously.
4. **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. Treasurer’s Report – The Director reviewed the Treasurer’s Report dated September 2019.
 2. Multi-Fund Report – The Director presented the Multi-Fund Report dated September 30, 2019.
 3. General Fund Warrant – After discussion and review of the disbursements for the past month, a motion to approve the General Fund Warrant dated October 21, 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 September 6, 2019 and September 20, 2019 was made by Raquel Martinez-Fonts. The motion was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for the payroll dated September 6, 2019 were \$35,427.51.
 - ii. Employer Taxes for the payroll dated September 6, 2019 were \$10,159.87.
 - iii. Gross Wages for the payroll dated September 20, 2019 were \$35,122.98.
 - iv. Employer Taxes for the payroll dated September 20, 2019 were \$10,250.87
5. **Director’s Report** -- The Library Director presented her report. A motion to accept the Director’s report dated October 21, 2019 and the attachments thereto was made by Sara Campbell. The motion was unanimously approved.
6. **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 : Under *New Business* the Policy Committee presented the newly created Passport Policy and requested Board Approval to adopt the policy into the Library Operations Handbook. The Committee also discussed, and is working on a Workplace Violence Prevention Policy Statement, the Medical Insurance Opt-

out Stipend 2020 and College Level Courses under Staff Development in the Employee Handbook

d. Research & Development Committee, Barbara Best, Shannon Simon, Donna Mayne

7. **Old Business**

The Director provided an update and a brief tour of the Temporary Wall Installation behind the circulation desk.

8. **New Business**

- a. A motion to approve the Passport Policy was made by Raquel Martinez-Fonts. The motion was unanimously approved.
- b. The Director reviewed and the Trustees discussed the SCLS Draft FY 2020 Budget and Budget Hearings
- c. A motion to approve the 2020 Board of Trustees Meeting Schedule was made by Shannon Simon. The motion was unanimously approved.
- d. The Director presented the Friends of the Library 2020 Meeting Schedule
- e. A motion to approve the wall installation payment to W. B. Mason from Capital (to be reimbursed by The Friends) was made by Shannon Simon. The motion carried unanimously.

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

10. **Adjournment** – There being no further business to come before the Board, Barbara Best made a motion to adjourn the meeting. The motion was unanimously approved. The meeting was adjourned by the Secretary at 7:30 p.m.

Respectfully submitted,
Barbara Best, Secretary

Approved on: November 18, 2019

Next Trustee meeting: Monday, November 18 at 6:00 pm.

Upcoming Friends of the Library meeting: Monday, October 28, 2019 at 3:00 pm.

Director's Report October 21, 2019

Macmillan Publishing Embargo - #eBooksForAll

Starting on November 1, 2019, Macmillan Publishers will allow libraries to purchase *only one copy* of each new eBook title for the first eight weeks after a book's release. To put this in perspective, that is one title for over 1.6 million Suffolk County Library users. After eight weeks, libraries will again be able to purchase multiple copies. Our libraries are committed to promoting literacy and a love of reading, and to providing free access to our patrons; this embargo limits that ability. More than controlling our purchasing power, the embargo limits access to those reliant on the eBook format to aid in reading due to visual issues, disabilities, dyslexia and more. Many local libraries are no longer purchasing Macmillan Publishers hard copy items in opposition to the publishers controlling our ability to purchase from them. Conversations are underway about purchasing digital copies after the eight weeks, or refraining. On a larger scale, the American Library Association is asking that we as a library and a community voice our opinion in opposition of this embargo by signing a petition and telling Macmillan's CEO John Sargent that access to eBooks should not be delayed or denied. Please visit: <http://ilovelibraries.org/> to sign the petition.

Library Fundraiser: NoFo Artist Studio Tour

Friday, September 13, 6:00pm - Kickoff Reception

The Kickoff Reception had approximately 100 attendees, selling 6 pieces of artwork by Tom Lulevitch and 2 pieces of pottery by Glenn McNab; the Friends of the Library receive a 20% commission on. Not only was the event successful in providing an evening program for patrons and selling artwork in support of the Friends, but the Kickoff Reception was where the bulk of art tour tickets were sold; prior to the reception only 19 tickets had sold.

Saturday, September 14, 10:00am - 4:30pm - Studio Tour

Patrons spent the day touring several local artists' studios interacting with the artists in their studios, watching demonstrations, and engaging in discussion about their work, interests, techniques and inspirations. In total, 64 tickets sold. Thank you to Glenn & Yvonne McNab for their contributions in helping to run this event!

Revenue (Art Tour Tickets)	\$1,600.00
Revenue (Raffle Tickets)	\$77.00
Expenses	(\$508.00)
Profit	\$1,169.00

Donations

- **\$50.00** from the Fleets Neck Property Owners Association, Inc., in memory of Anne O'Brien
- **Mahjong Set** donation from Diane Hobbs

Library Statistics

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

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

Meetings Attended

- September 17, 2019 – Public Library Directors Association Roundtable Discussion @ SCLS
- September 23, 2019 – RAVE Panic Button Annual Administrative Training @ SCLS

Director's Report October 21, 2019

- October 8, 2019 – 2020 Census Information @ SCLS
- October 17, 2019 - Directors Zone Meeting @ Riverhead Free Library

Staff Meeting

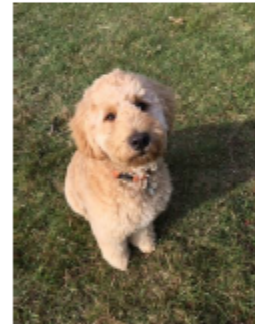
A full staff meeting was held on Wednesday, September 18 at 8:00am. Minutes from the meeting are included in your Board Packets.

Adult Services Department Meeting

The Adult Services Department met on Thursday, October 10 at 4:00pm for their monthly meeting. Items discussed were the installation of the new meeting space; website development; raising awareness of services and reconfiguring the newsletter to better inform the community of those services (ongoing conversation); and ensuring cleanliness of our meeting tables and chairs.

Youth Services Department – Report by Youth Services Department Head, Mignon Osmer

- Drop-In Storyville has been successful on Thursday afternoons, receiving more attendees
- Homeschooling events for our patrons in collaboration with the North Fork Libraries are underway
- A new program, *Suds & Stories* will begin this fall at the Mattituck Laundromat; the idea is to expose children to community businesses and simultaneously provide new and innovative learning opportunities
- A family trip is set for the *Quogue Wildlife Refuge* in collaboration with the Southold Free Library
- September's Interactive Banned Books Display allowed patrons to participate while learning about Banned Books over the course of time
- The Department is underway planning events such as *A Christmas Carol* theatre production, Inter-generational Holiday Craft Day, Santa's visit to the Library, and the Family Gingerbread House Building Event
- We are excited to offer therapy dog sessions with *Ceili*, our very own Bonnie Zellner's golden doodle who completed training and is certified through Patchogue Rotary Animal Assisted Therapy (PRAAT)



Teen & Tween Services – Report Teen Librarian, Kristie Korade

The Teen Departments from both Cutchogue New Suffolk, and Mattituck-Laurel Libraries had a table set up at the Open House night on Wednesday, September 18 at the Mattituck High School. This was a great opportunity to speak with over 100 parents and teens about upcoming events, programs, and services available at the library. The teens were especially excited to participate in our interactive prize wheel where they either entered in a raffle for a gift certificate to North Fork Doughnut Company or Starbucks, or received a library branded prize such as a water bottle, lanyard or pen.

2019 Trustee Workshop

Included in your Board Packets is an invitation to the Trustee Workshop on Tuesday, October 29 @ 6:30pm at SCLS. The presenter is Nicol Turner-Lee, Ph. D. Fellow, Center for Technology Innovation Governance Studies – Brookings Institution. The presentation will focus on the digital divide, the 5th generation mobile networks, artificial intelligence, and the 2020 census. Please let the Director know if you are available to attend.

Director's Report October 21, 2019

Old Business

Temporary Glass Wall Installation - Update & Completion



New Business

Passport Policy

Under *New Business* the Policy Committee will present the newly created Passport Policy and requests Board Approval to adopt the policy into the Library Operations Handbook.

SCLS Draft FY 2020 Budget & Budget Hearings

Under *New Business* the Director will discuss the Draft Fiscal Year 2020 Budget for SCLS, and associated Budget Hearings. The Director asks for feedback, questions and concerns to bring back to SCLS.

2020 Board of Trustees Meeting Schedule

Under *New Business* the Director will present the 2020 Board of Trustees Meeting Schedule and requests approval of the schedule.

2020 Friends of the Library Meeting Schedule

Under *New Business* the Director will present the 2020 Friends of the Library Meeting Schedule.

Wall Installation Payment to WB Mason from Capital (to be reimbursed by Friends)

Under *New Business* the Director requests Board Approval for payment from Capital amounting to \$13,419.42 to WB Mason for the Temporary Glass Wall Installation project. This amount will be reimbursed to Capital in full by the Friends of the Library.

Cutchogue New Suffolk Free Library Trustee Proxy

I, Richard J Jordan, as trustee of the Cutchogue New Suffolk Free Library hereby appoint Bee Best to serve as my proxy as trustee of the Cutchogue New Suffolk Library.

This designation is to be effective October 19, 2019 through October 24, 2019. It covers all matters that may be reviewed, voted on or authorized at the October 21, 2019 Board of trustees meeting.

Dated: October 15, 2019

Signed: 
Richard J Jordan



PROXY FORM

BE IT KNOWN, that I, ALLYSON T REEVE
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
10/21/2019 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: ALLYSON T REEVE

Signed: [Signature]

Dated: 10/15/2019



**CUTCHOGUE
NEW SUFFOLK
FREE LIBRARY**
OPEN FOR NEW IDEAS

PROXY FORM

BE IT KNOWN, that I, Donna Mayne
a duly elected member of the Board of Trustees of the Cutchogue New Suffolk Free Library,
hereby constitute and appoint Raquel Martinez-Fonts
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
10/21/19 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: Donna Mayne

Signed: Donna Mayne

Dated: 10/20/19