

CUTCHOQUE NEW SUFFOLK FREE LIBRARY

Board of Trustees, Meeting Minutes

Monday, November 18, 2019 @ 6:00 p.m.

Present: Trustees Wendy Reeve, Vice President; Barbara Best, Secretary; Shannon Simon, Donna Mayne, Rosemary Winters, Library Director.

Absent: Richard Jordan, President (Proxy attached as addendum)

Raquel Martinez-Fonts (Proxy attached as addendum)

Sara Campbell, Treasurer

1. **Call to Order** – As a quorum was present, the meeting was called to order by the Vice President at 6:05 p.m.
2. **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 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 October 21, 2019 board meeting for review and approval. Shannon Simon 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. Treasurer’s Report – The Director reviewed the Treasurer’s Report dated October 2019.
 - b. Multi-Fund Report – The Director presented the Multi-Fund Report dated October 31, 2019.
 - c. General Fund Warrant – After discussion and review of the disbursements for the past month, a motion to approve the General Fund Warrant dated November 18, 2019 was made by Wendy Reeve. The motion was unanimously approved.
 - d. Capital Fund Warrant – The Director presented the Capital Fund Warrant dated November 18, 2019.
 - e. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated October 4, 2019 and October 18, 2019 was made by Donna Mayne. The motion was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for the payroll dated October 4, 2019 were \$35,437.83.
 - ii. Employer Taxes for the payroll dated October 4, 2019 were \$10,334.91.
 - iii. Gross Wages for the payroll dated October 18, 2019 were \$35,212.64.
 - iv. Employer Taxes for the payroll dated October 18, 2019 were \$10,234.31.
6. **Director’s Report** -- The Library Director presented her report. A motion to accept the Director’s report dated November 18, 2019 and the attachments thereto was made by Barbara Best. The motion was unanimously approved.
7. **Personnel Report** – The Director presented the Personnel Report. A motion to approve the Personnel Report was made by Wendy Reeve. The motion was unanimously approved.
8. **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

9. Old Business

- a. *Strategic Plan* – Goal Three: The director reviewed the Strategic Plan, objectives that have been fulfilled, and future plans for fulfilling the objectives.
- b. *SCLS 2020 Budget – Final*
A motion to approve the SCLS 2020 Budget was made by Shannon Simon. The motion was unanimously approved.

10. New Business

- a. *SCLS Trustee Ballots*
5 members of the board to cast their votes for Susan Bergmann to serve as SCLS Trustee from January 8, 2020 to December 31, 2022.
 - b. *Fine-Free for 2020-2021 Budget Year*
The Director reviewed the rationale for adopting a fine-free late return policy. The Trustees will entertain further discussion on this topic at next month's meeting.
 - c. *Capital Payment – Re-stain Siding*
A motion to approve payment from Capital amounting to \$6,300.00 to Roses Painting at the completion of re-staining of the front of the building (facing the parking lot), was made by Donna Mayne. The motion was unanimously approved.
11. **Public Expression** – There was no public expression.
12. **Adjournment** – There being no further business to come before the Board, Shannon Simon made a motion to adjourn the meeting. The motion was unanimously approved. The meeting was adjourned by the Vice President at 7:53 p.m.

Respectfully submitted,
Barbara Best, Secretary
Approved on: December 16, 2019

Next Trustee meeting: Monday, November 25, 2019 at 6:00 pm.
Upcoming Friends of the Library meeting: Monday, December 16, 2019 at 3:00 pm.

Director's Report November 18, 2019

Donations

- \$500.00 from the Trina Waldron in Memory of Karen Land Rich
- \$1,500.00 from the Robins Island Foundation

Library Statistics

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

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

Meetings Attended

- October 24, 2019 - Meeting with Director of Long Island Library Resources Council @ CNSFL
- November 6, 2019 - NARCAN training @ SCLS
- November 13-16, 2019 - New York Library Association Annual Conference @ Saratoga, NY

Services

Sesame Street E-Books

Youth Services will be providing free-access to Sesame Street E-Books for patrons, which provides unlimited access to over 200 E-books. Patrons will be able to read these books in the library, or at home. This large collection is constantly growing, adding access to new books with no additional expense. Most importantly, the books are based on an early education curriculum, providing four different types of E-books: read along, audio, animated, and interactive books. There is no limit to access of e-books, meaning no holds and no wait time.

Services Section of Newsletter

The Winter 2019-2020 Newsletter, set to be delivered on November 20 has been better organized to highlight services available to patrons. All services have been listed on the front page, rather than placed sporadically throughout the newsletter in the hopes of catching readers (and non-readers) eyes to let them know that we are working to meet community needs through the provision of these services.

Staff Reports & Training

Adult Services Department - Report by Adult Programming Librarian, Dawn Manwaring

On Saturday, November 2 the Library hosted the Annual Fall Concert. Three first rate performers, including a soprano, flutist, and harpsichordist from Manhattan and Mannes School of Music performed a 17th Century Musical Comedy. There were 72 patrons in attendance for the concert and a meet-the-performers reception in the art gallery. These classical events continue to attract a large segment of our population who appreciate the opportunity to attend high-level, artistic performances. *The concert was generously sponsored by Carole Donlin; we are grateful for her continued support of our mission!*

Local History

- A thank you note is included in your Board Packet graciously thanking Mariella Ostroski for her assistance in accessing local history records.
- Town Supervisor, Scott Russell recruited Mariella to join the Town of Southold Historic Preservation Commission. The letter recognizing this achievement is included in your Board Packet.
- Two newly developed Local History newsletters are also included in your Board Packet, one with a focus on the Old House, and the second with a focus on anti-witchcraft in the Old House. These newsletters were created by Mariella in an effort to continue educating the community on local history in a new exciting, accessible way. The newsletter gives the Library a way to disseminate the information to patrons and in doing so raise awareness of resources we have available to them.

Director's Report November 18, 2019

Safety Training – NARCAN

On November 6, the Director, Mignon Osmer, Bonnie Zellner, Ellen Bonta, Seth Bank, Kristie Korade, and Dawn Manwaring were trained at SCLS by Suffolk County Emergency Services to administer NARCAN to individuals suffering from an overdose. Since 2014, when NARCAN training for the public became prevalent, the number of lives saved has increased from the 400 range to the 800 range annually. Each staff member received a NARCAN kit, which will be located in house as a safety precaution.

Sign Language Training

On November 5, Youth Services Staff, Mignon Osmer, Kristie Korade, and Bonnie Zellner received preliminary Sign Language training from Dorine Tudisco, a retired BOCES teacher. Staff members requested training on sign language to increase their level of comfort when faced with a parent, or youth patron who signs.

Suffolk Literacy Training

On November 5, representatives from Suffolk Literacy met with Darlene Brush, and the volunteers from our English Learning Program to discuss collaboration and training. Collaborating with Suffolk Literacy offers benefits for both tutors and students. The tutors will receive teacher training, educational materials, and the Suffolk Literacy Director and Education Coordinator will be available for literacy workshop discussion and guidance. The student's progress will now be monitored through Suffolk Literacy's scheduled testing, and students will have the goal of receiving an official certificate of achievement. Collaboration will not only allow the volunteers to be well trained and better prepared but it will largely benefit the students, increasing what they retain and their progress. Further, in collaborating we have the opportunity to work with Suffolk Literacy rather than serve as a competitor.

Youth Services Department Meeting

The Youth Services Department met on Wednesday, November 6 for a monthly meeting. Topics of discussion were the replacement of the Juvenile OPAC (search engine for library materials), record statistics of interactions at the Juvenile Desk, the addition of Sesame Street E-Books as an online resource, the addition of a large educational rug in the Children's Room, decoration for the Holiday Season, the Giving Tree, Therapy Dog Sessions, and upcoming programming plans.

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

- Mignon attended the Champions After School Program at Cutchogue East Elementary School. The program is both before and after school, and often covers school vacation days, offering homework help, snacks, arts and crafts activities and outside play Monday through Friday, enabling parents to manage their work schedule. Mignon held a story time, focusing on the changes of fall, and provided a fall wreath craft for the students to take home and display. Outreach such as this helps to invite new children and families into our library community.



Teen & Tween Services – Report by Teen Librarian, Kristie Korade

On October 30, four students from Mattituck High School came to the Library as part of their Day of Service. The high school has been running the Day of Service annually as a way to promote teens participating in giving back to our community. The volunteers spent their time shelf-reading (alphabetizing, and cleaning) the youth collection, cleaning children's toys, and dusting the stairwell. They were a great group of teens, and did a wonderful job.

Old Business

Strategic Plan – Goal Three

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

Director's Report November 18, 2019

SCLS 2020 Budget - Final

The Final SCLS 2020 Budget and 2020 Download Costs, reviewed at the October Board Meeting are included in your Board Packet. Under *Old Business* the Director will discuss the Final Fiscal Year 2020 Budget for SCLS, focusing on the 2020 Download Costs. The Director requests a motion to approve the 2020 SCLS Budget.

New Business

SCLS Trustee Ballots

Under *New Business* the Director requests that 5 trustees cast their vote for the SCLS Trustee election for a candidate to represent Riverhead and Southold Towns on the SCLS Board from January 2020 - December 2022.

Fine-Free for 2020-2021 Budget Year

Under *New Business* the Director will discuss going fine-free in the 2020-2021 Budget Year as a way to decrease barriers to access in our Library. The Director asks that the Board vote to approve going fine-free starting July 1, 2020.

Capital Payment - Re-stain Siding

Under *New Business* the Director requests a Board motion to approve capital payment amounting to \$6,300.00 paid to Roses Painting upon job completion. The proposal is included in your Board Packet, please refer only to the first quote on the document.



CUTCHOGUE
NEW SUFFOLK
FREE LIBRARY

OPEN FOR NEW IDEAS

PROXY FORM

BE IT KNOWN, that I, Raquel Martinez-Fonts
a duly elected member of the Board of Trustees of the Cutchogue New Suffolk Free Library,
hereby constitute and appoint Bonnie Mayne
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
November 18, 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: RAQUEL MARTINEZ-FONTS

Signed: Raquel Martinez-Fonts

Dated: 11/18/19

Cutchogue New Suffolk Free Library Trustee Proxy

I, Richard J Jordan, trustee of the Cutchogue New Suffolk Free Library appoint Barbara Best my proxy as trustee of the Cutchogue New Suffolk Library.

This designation is effective November 18, 2019 through November 19, 2019. It covers all matters reviewed, voted on or authorized at the November 18, 2019 Board of trustees meeting.

Dated: November 18, 2019

Signed: _____



Richard J Jordan