

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Meeting Minutes
Monday, January 27, 2020 @ 6:00 p.m.

Present: Trustees Richard Jordan, President; Wendy Reeve, Vice President; Sara Campbell, Treasurer; Shannon Simon; Donna Mayne; Raquel Martinez-Fonts; Barbara Best (by phone); Rosemary Winters, Library Director.

1. **Call to order** - As a quorum was present, the meeting was called to order by Richard Jordan, President at 6:02 pm
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 Raquel Martinez-Fonts. The motion was unanimously approved.
3. **Public Expression** – There was no public expression.
4. **Audit Review** - Al Coster presented the review of audit of the fiscal year ending June 30, 2019. The audit found the Library’s financial statements to be accurate and up to code.
5. **Approval of the Minutes** – The minutes of the December 16, 2019 were reviewed and approved. As there were no additions or corrections, Shannon Simon made a motion to approve the minutes. The minutes were approved unanimously.
6. **Financial Reports** – The Library Director presented the financial reports for discussion.
 - a. Treasurer’s Report – The Director reviewed the Treasurer’s Report dated December 2019.
 - b. Multi-Fund Report – The Director presented the Multi-Fund Report dated December 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 January 27, 2020 was made by Donna Mayne. The motion was unanimously approved.
 - d. Capital Warrant – The Capital Warrant dated January 27, 2020 was reviewed and a motion to approve was made by Sara Campbell. The motion was unanimously approved.
 - e. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated December 13, 2019, December 23, 2019 and December 27, 2019 was made by Wendy Reeve. The motion was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for the payroll dated December 13, 2019 were \$34998.27.
 - ii. Employer Taxes for December 13, 2019 were \$10251.55.
 - iii. Gross Wages for December 23, 2019 were \$3567.38.
 - iv. Employer Taxes for December 23,2019 were \$545.79.
 - v. Wages for December 27,2019 were \$35,782.40.
 - vi. Employer Taxes for December 27, 2019 were \$10,521.44.
7. **Director’s Report** -- The Library Director presented her report. As part of her report she drew attention to the continuing support from Ms. Carole Donlin for the Fall and Spring Concerts. A motion to accept the Director’s report dated January 27, 2020 and the attachments thereto was made by Donna Mayne. The motion was unanimously approved.
8. **Personnel Report** - The Director presented the personnel report consisting of changes in the hours worked by 2 employees.
9. **Committee Reports (Note: Committees inactive during the month are shown in *italics*.)**
 - a. Investment Committee, Richard Jordan, Wendy Reeve

- i. The Investment committee met on Wednesday, January 15 :
 - 1. for the Northwest Annual 403(b) Plan Review.
 - 2. Signing of the Investment Advisor Agreement.
 - 3. Plan Restatement which is done every six years, with the following update - the vesting period was changed from 5 years to 3 years.
- b. Nominating Committee, Shannon Simon, Donna Mayne
 - i. The nominating committee met on Tuesday, January 21
 - 1. Completing the Onboarding Process with Raquel Martinez-fonts by meeting with Library Business Manager Ann Sledjeski.
 - 2. Donna Mayne presented a letter stating her willingness to return for a second term starting July 2020.
- c. Policy Committee, Donna Mayne, Wendy Reeve
 - i. The policy committee met with Richard Jordan and Rosemary Winters on Wednesday, January 22 to finalize the Medical Insurance Opt-out Policy, College and Continuing Education Course Policy and Agreement (previously College Level Course Policy), and the Anti-Nepotism Policy.
- d. Research & Development Committee, Barbara Best, Shannon Simon, Donna Mayne
- e. Building & Grounds Committee, Sara Campbell, Raquel Martinez-Fonts

10. Old Business

11. New Business

- a. 2020-2021 Annual Budget Draft - The Library Director went over the draft operating budget for fiscal year 2020-2021 line by line with the Board in preparation for a formal vote next month.
- b. Opening Motions in relation to the 403(b) Plan and Northwest Bank serving as Custodian. Motion was made by Raquel Martinez-Fonts and approved unanimously.
- c. Northwest Restatement Changes. changing the vesting period from 5 years to 3 years. the motion was made by Donna Mayne and approved unanimously.
- d. Anti-Nepotism Policy - The policy was updated and changed to allow hiring relatives of Staff and Board members within careful boundaries and restrictions. Raquel Martinez-fonts made the motion to approve the policy amendment and it was approved unanimously.
- e. College and Continuing Education Course Policy and Agreement - The College Level Courses was updated and amended to include technical courses and increase reimbursement for courses. The motion to approve the policy as amended was made by Donna Mayne and was unanimously approved.
- f. Medical Insurance Opt-Out Policy - The Medical Insurance opt-out policy was reworded to clarify the administration and details of the previously approved policy changes. Shannon Simon moved to approve the amended policy and it was approved unanimously.
- g. Equipment Removal - A motion to approve the removal equipment from the report dated January 27, 2020 was made by Sara Campbell and unanimously approved.

12. Public Expression - There was no Public Expression.

13. Executive Session - The motion to enter Executive Session at 7:51 was made by Wendy Reeve.

a. Discussion of patron misconduct.

b. Executive session ended at 7:56.

14. Adjournment – There being no further business to come before the Board, Sara Campbell made a motion to adjourn the meeting. The motion was unanimously approved. The meeting was adjourned by the President at 7:58 p.m.

Respectfully submitted,
Allyson Reeve on behalf of Barbara Best, Secretary
Approved on: February 24, 2020

Next Trustee meeting: Monday, February 24, 2020 at 6:00 pm.
Upcoming Friends of the Library meeting: Monday, February 10, 2020 at 3:00 pm.

Director's Report January 27, 2020

Donations

- **\$50.00** from Ms. Caroline Donahue
- **\$50.00** from Ms. Hope Fitch-Mickiewicz in honor of Arnold Blair
- **\$75.00** from Ms. Pamela Yosca in honor of Patricia Yosca
- **\$100.00** from Ms. Mary Lou Brautigam Folts
- **\$200.00** from Mr. Stephen Rosen
- **\$2,700.00** from Ms. Carole Donlin throughout 2019 for support of the Fall & Spring Concerts and associated costs.

Library Statistics

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

- Circulation Statistics for January-December 2019
- Circulation Statistics for January-December 2018 (for comparison purposes)
- Program & Meeting Room Statistics for 2017-2019
- At the February Board Meeting and thereafter the statistics will be reported from July 1 – June 30, consistent with the Library Fiscal Year.

Meetings Attended

- January 22, 2020 – Public Library Directors Association Quarterly Meeting @ SCLS
- January 24, 2020 – Monthly Directors Zone Meeting @ Hampton Library

Building & Grounds

- January 6, 2020 – Completion of replacement of 2 windows (Circulation & Main Floor Bathroom), and rear exterior baseboard work by GSM Construction.

Technology

- Friday, January 10, 2020 – 4 new all-in-one computers were installed at staff workstations by Fluid Imagery.

Staff Reports & Training

Adult Services – Outreach – Report by Darlene Brush, Head of Adult Services

Located in the Lobby of the Library is our new Seed Garden. Living in the old Library catalog, the Seed Garden is an innovative way to share resources and circulate new items (seeds) to patrons. Patrons have the opportunity to take four seed packs per season after perusing the binder of options, and are asked to contribute seeds from their garden so our offerings may continue to grow. Currently, the program is open to only patrons of Cutchogue and New Suffolk.

Travel Toiletry Collection – Outreach Services

A collection box has been added to the Friends Lobby for collection of unopened travel toiletry items. Patrons are asked to donate those items which will in turn be donated to those in need. Bonnie Zellner will be managing this project. Thank you to Linda Commender, Friends Treasurer, for the inspiration!

Flag Collection

A collection box has been added to the Library Lobby to collect used, tattered flags. These flags will be delivered to the American Legion for proper discarding. This project will also be led by Bonnie Zellner.

Internship

Shauna Scholl, the Head of Circulation at the Mattituck Laurel Library will be interning at the Library from January until April. Shauna is attending classes at University of Syracuse, and the internship will serve as her coursework. Shauna has been working in the Adult Department, assisting with the Outreach Seed Garden, collection development, and various other projects. Darlene Brush serves as Supervisor for the Internship.

Circulation Services Department Quarterly Meeting

The Circulation Services Department held their quarterly staff meetings on January 13 & January 15 to discuss: Sierra (circulation software) updates; new ability to allow patrons to choose an email receipt rather than paper; creating patron accounts, procedures and processes for new library cards; and general procedures and processes. The meeting was led by Circulation & Technical Services Supervisor, Sharon Carita.

Youth Services Department Monthly Meeting

The Youth Services Department held their monthly staff meeting on January 8 to discuss: statistics; Sexual Harassment Training & Policy; Workplace Violence Prevention Training & Policy; Annual Reviews; new Intern; St. Patrick's Day Parade; two new Passport Agents, Caitlin Jacobs & Emma Leaden; and other various programs.

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

- Upwards of 50 items were donated to the Giving Tree this Holiday season; these items will be distributed to local shelters for the homeless;
- *The Annual Family Gingerbread Workshop* was a success with 77 people in attendance;
- Bonnie Zellner and Caitlin Jacobs ran our first ever *Noon Year's Eve Party* the day after Christmas to get Children celebrating the New Year;
- Kristie Korade had a very successful *Gingerbread Challenge* where there was a judge for the creations, awards were given, and hot refreshments were served;
- Bonnie Zellner and Mignon Osmer attended a lecture on the *Importance of Social and Emotional Development Age Birth to 8* presented by Vanessa Rodriguez, Ed.D. at the Middle Country Library in Centereach. They were also able to tour the Family Place Library facility, gathering ideas for the future of ours, and for engaging community members.

Sexual Harassment & Workplace Violence Prevention Training

Staff are required to complete training for both Sexual Harassment & the newly adopted Workplace Violence Prevention by February 28, 2020. The training is completed through KnowBe4, an online training software; staff complete a training module, and read the associated Library policies.

New Business

2020-2021 Annual Budget Draft

Under *New Business* the Director will review and discuss the first draft of the 2020-2021 Annual Budget Draft.

Opening Motions*

Under *New Business* the Director requests a motion to approve the Annual Opening Motions for Northwest 403(b) Plan.

Northwest Restatement Changes*

Under *New Business* the Director requests a motion to approve the 403(b) Plan Restatement, to comply with the provisions of the Pension Protection Act of 2006, and to change the vesting period from 5 year to 3 year.

Anti-Nepotism Policy*

Under *New Business* the Director requests that the Board amend the Library Operations Handbook *Anti-Nepotism Policy*. The *Anti-Nepotism Policy* is included in your Board Packets.

College and Continuing Education Course Policy & Agreement (previously College Level Courses)*

Under *New Business* the Director requests that the Board amend the Employee Handbook *College and Continuing Education Course Policy* & adopt the associated Agreement. The *College and Continuing Education Course Policy* and Agreement are included in your Board Packets.

Medical Insurance Opt-Out Policy*

Under *New Business* the Director requests that the Board amend the Employee Handbook *Medical Insurance Opt-Out Policy*. The *Medical Insurance Opt-Out Policy* is included in your Board Packet.

Equipment Removal*

Under *New Business* the Director requests Board approval to remove computer equipment listed on the *January 27, 2020 Removal Request* document included in your Board Packets.



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 Wendy Adams RORVR (NY)
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
January 27, 2020 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: January 27, 2020