

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Meeting Minutes
Monday, February 24, 2020 @ 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 Richard Jordan, President at 6:01 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 Donna Mayne. The motion was unanimously approved.
3. **Public Expression** – There was no public expression.
4. **Approval of the Minutes** – The minutes of the January 27, 2020 meeting were reviewed and approved. As there were no additions or corrections, Richard Jordan made a motion to approve the minutes. The minutes were approved unanimously.
5. **Financial Reports** – The Library Director presented the financial reports for discussion.
 - a. Treasurer’s Report – The Director reviewed the Treasurer’s Report dated January 2020.
 - b. Multi-Fund Report – The Director presented the Multi-Fund Report dated January 31, 2020.
 - c. General Warrant – After discussion and review of the disbursements for the past month, a motion to approve the General Fund Warrant dated February 24, 2020 was made by Wendy Reeve. The motion was unanimously approved.
 - d. Capital Warrant – The Capital Warrant dated February 24, 2020 was reviewed and a motion to approve was made by Richard Jordan. The motion was unanimously approved.
 - e. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated January 10, 2020 and January 24, 2020 was made by Raquel Martinez-Fonts. The motion was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for the payroll dated January 10, 2020 were \$34,497.32.
 - ii. Employer Taxes for January 10, 2020 were \$10,054.65.
 - iii. Gross Wages for January 26, 2020 were \$34,784.53.
 - iv. Employer Taxes for January 26, 2020 were \$10,138.01.
6. **Director’s Report** -- The Library Director presented her report, which is included in these minutes as an addendum. A motion to accept the Director’s report dated February 24, 2020 and the attachments thereto was made by Donna Mayne. The motion was unanimously approved.
7. **Committee Reports (Note: Committees inactive during the month are shown in *italics*.)**
 - a. Investment Committee, Richard Jordan, Wendy Reeve
 - \$130,000.00 was transferred from the BNB Money Market to the Morgan Stanley Money Market. The transfer was postponed in order to ensure tax revenue money was received from the schools ensuring no shortfalls in the Operating Account.
 - BNB dropped their Money Market interest from .40 to .50. This has happened in the past, and they have honored the .50. The Director will be speaking to a representative at BNB to discuss.

- The Library received \$15,000.00 from The Julius F. Jezek Trust (mentioned a few months ago). This receipt is the first installment, and we will be receiving the remainder in the next few months. The \$15,000.00 received will go directly into the BNB Capital Account.
- b. Nominating Committee, Shannon Simon, Donna Mayne
- c. Policy Committee, Donna Mayne, Wendy Reeve
 The Policy Committee met on Monday, February 10 to discuss and finalize the following new polices:
 - a. Safety Policy Statement with Goals
 - b. Employee Conduct and Safety Rules
 - c. Self-Inspection Checklist for Opening & Closing
 Under *New Business* the Policy Committee requests Board Approval for the adoption of these policies to the Employee Handbook.
- d. Research & Development Committee, Barbara Best, Shannon Simon, Donna Mayne
- e. Building & Grounds Committee, Sara Campbell, Raquel Martinez-Fonts

8. New Business

- a. 2020-2021 Annual Budget Final Proposal
 The directory reviewed the final proposal of the 2020-2021 budget.
 A motion to approve the annual budget final proposal for July 1, 2020 – June 30, 2021, to be voted upon by the public on Tuesday April 7 from 2-8 pm was made by Sara Campbell. The motion was unanimously approved.
- b. Employee Safety Self Inspection Checklist
 A motion to adopt the Employee Safety Self Inspection Checklist into the Employee Handbook was made by Barbara Best. The motion was unanimously approved.
- c. Employee Safety Policy Statement
 A motion to adopt the Employee Safety Policy Statement into the Employee Handbook was made by Sara Campbell. The motion was unanimously approved.
- d. Employee Code of Conduct & Safety Rules
 A motion to adopt the Employee Code of Conduct & Safety Rules into the Employee Handbook was made by Donna Mayne. The motion was unanimously approved.
- e. Cancellation of March Meeting
 A motion to cancel the March meeting was made by Barbara Best. The motion was unanimously approved.

9. Public Expression - There was no Public Expression.

- 10. **Adjournment** – There being no further business to come before the Board, Raquel Martinez-Fonts made a motion to adjourn the meeting. The motion was unanimously approved. The meeting was adjourned by the President at 6:53 p.m.

Respectfully submitted,
 Barbara Best, Secretary
 Approved on: April 20, 2020

Next Trustee meeting: Monday, April 20, 2020 at 6:00 pm (*No March Meeting*)
 Upcoming Friends of the Library meeting: Monday, March 9, 2020 at 3:00 pm

Director's Report February 24, 2020

Budget Hearing, Vote & General Information

- Under *New Business* the Director will review the Final Budget Proposal for July 1, 2020 – June 30, 2021 and request Board Approval.
- The Director will review the Annual Budget at the Budget Hearing, March 25 at 6:00pm. Information on the vote will be mailed 2 weeks prior. These materials will also be available for pick-up at the Library in Spanish.
- A one-page handout will also be available (in-house) for patrons explaining how the property tax revenue is determined for each town, and showing the approximate tax rate, and cost per household. This one-page handout was created in response to patron inquiries in years past. The informational is included in your Board packets.
- The vote is scheduled for Tuesday, April 7 from 2:00-8:00pm. A sign-up sheet to volunteer for the vote is being passed around; each shift is 2 hours in duration.
- Included in your Board Packet are the legal notices from the School Districts.

New Service – The SLED (The Suffolk Libraries Empowering Discovery)

Introducing a new Mobile Library Service Outlet via SCLS. The SLED is a program bus, run and operated by Anthony Zutter (previously Teen Services Librarian at Shelter Island Library). This resource gives us the opportunity to offer tech-based and diverse learning opportunities to our patrons in a fun, exciting way. It can be used at off-site events, at the Library, for fundraising, census-recording and more. Youth Services has planned to utilize the SLED multiple times this summer to promote summer reading.



Donations

- \$500.00 from the Historical Council
- \$15,000.00 received from The Julius F. Jezek Trust (to be put into BNB Capital)

Library Statistics

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

- Circulation Statistics for July 2019 – June 2020
- Circulation Statistics for July 2018 – June 2019 (for comparison purposes)
- Program & Meeting Room Statistics for 2018-2020

Meetings Attended

- January 5 – Active Shooter Training @ Riverhead Free Library
- January 7 – Print Budii Photo Printing Training @ SCLS
- February 21 – Monthly Directors Zone Meeting @ CNSFL

Building & Grounds

New Room – The Classroom was painted on February 3, by Roses Painting, and has been renamed as such. Furniture was ordered mid-January. The space has a few finishing touches, but is near completion.

Technology

Print Photo Budii

A new photo printing station was installed in the Lobby of the Library on Friday, February 7. Patrons have the ability to print 4x6 photos quick & easy. Each print is \$0.35; all transactions are through the app, or Print Budii website. Patrons may fill their print queue from home and release at the library, or do it all at the library from their phone/computer.

Director's Report February 24, 2020

NEW Website

The website update was completed Friday, February 7. The focus of the website was to make our resources more readily available, easy to use, and easy to find for both patrons and staff. We hope to better broadcast our upcoming events, services, and resources through this tool. At this point many pages are still being updated. Caitlin Jacobs is managing the website onsite.

Skedda Scheduling Software

The staff have been upgraded from a physical scheduling book, to a web-based platform where they may book the use of meeting spaces for library programs, and patron needs from the comfort of their desk, home, phone, etc. Upgrading to online scheduling increases efficiency, eliminating the need to search for, and share the schedule book. Emma Leaden is responsible for managing the program.

Staff Reports & Training

Annual Staff Reviews

All staff have been reviewed by their Supervisor, and the Director. Complete as of January 28.

Utica Insurance Evaluation Safety Measures

On July 31, 2019 the Library received a mandatory NYS Industrial Code Rule #59 Evaluation and Consultation in response to Workers Compensation increased rating. All recommendations have been completed ensuring compliance:

- Adopted Workplace Violence Policy Statement & Training (training to be complete on or before 2/28/2019).
- Purchase Yak-Trak shoe coverings for ice & snow removal (for in-house snow removal).
- Lock rear entrance of Library; no exit or entry during open hours.
- Installation of key pad access locking device to Staff area; we included a key pad access locking device to the Mechanical Room entry as well.
- Minimize use of the exterior concrete stairs off of the Staff Room.
- Adoption of Safety Policy Statement with goals (*New Business*).
- Adoption of Employee Conduct & Safety Rules (*New Business*).
- Adoption of Safety Self-Inspection Checklist for opening & closing (*New Business*).
- Employees will be re-trained on changes in Policy & Procedure at the upcoming Staff Meeting on Wednesday, March 18.

The installation of security cameras was recommended, and will be completed in the near future. The Director is working to receive a Construction Grant for the project. Utica Insurance has been notified.

Adult Services – Report by Dawn Manwaring

Gene Casey & the Lone Sharks Band performed at the Library on Sunday, February 9, and had almost 160 people in attendance. Though this band is widely sought after on the North Fork, it was a surprise to the Library to see such a grand following. We anticipate many future opportunities of this nature, and hope to continue to meet the needs of the community.

Adult Services Department Monthly Meeting

Adult Services met on February 13 to discuss: The Annual Report; Sexual Harassment & Workplace Violence Prevention Training & Policies; New Safety Procedures; Print Budii Photo Printing Station; Local History projects; Citizenship Course; Overdrive new features; Passport Appointment procedures; Travel Toiletry Collection; American Flag Collection; the Intern and performing an Exit Interview; and the new website.

Youth Services Department Monthly Meeting

Youth Services met on February 12 to discuss: The Annual Report; New Safety Procedures; Print Budii Photo Printing Station; new website; digitized Meeting Room Book; upcoming programs during school winter vacation, and spring; the St. Patrick's Day Parade float preparation; Prom Showcase; Annual Spring Egg Hunt, etc.

Director's Report February 24, 2020

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

- The Library was approved (January) for recertification as a *Family Place Library*
- We are underway in preparation of Spring & Summer programming for Youth Services
- Darlene Siracusano will be heading a new story time and craft program through the local East End historical groups; this will be an opportunity for children to learn about our local history, and for the Library to provide enhanced educational opportunities to our youth.
- We are obtaining a DEC license to hatch and transport quail chicks for the release program at the Center for Environmental Education & Discovery, Brookhaven; this experience piggy-backs off of the annual ducks and chickens that are hatched in the Children's Department. Families will be invited to attend the release program in Brookhaven.
- To recap, this January we were able to offer *Ceramics & Snow Cones, Chess Club, Winter Open House Crafts, Book Chat & Chew*, and many more programs.
- Thank you to the Friends of the Library for your continuous support!

New Business

2020-2021 Annual Budget Final Proposal

Under *New Business* the Director will review the 2020-2021 Annual Budget Proposal and request approval.

Employee Safety Self Inspection Checklist

Under *New Business* the Director requests the Board adopt the *Employee Safety Self Inspection Checklist* to the Employee Handbook.

Employee Safety Policy Statement

Under *New Business* the Director requests the Board adopt the *Employee Safety Policy Statement* to the Employee Handbook.

Employee Code of Conduct & Safety Rules

Under *New Business* the Director requests the Board adopt the *Employee Code of Conduct & Safety Rules* to the Employee Handbook.

Cancellation of March Meeting

Under *New Business* the Director request the cancellation of the Monday, March 16, 2020 meeting. The next meeting will be held on Monday, April 20, 2020.