

**CUTCHOGUE NEW SUFFOLK FREE LIBRARY**  
**Board of Trustees, Minutes of Regular Meeting (Revised)**  
**Monday, February 26, 2018 at 7:00 p.m.**

**Present:** Trustees Corinne (Cookie) Slade, President; Richard Jordan, Treasurer; Barbara Best, Secretary; Sarah Campbell, Donna Mayne; Shannon Simon; Harold Shields; Rosemary Martilotta, Library Director  
**Absent:** Paula Hepner, Vice President; Noreen McCarthy

**1) Call to Order**

As a quorum was present, the meeting was called to order by the President at 6:59 p.m.

**2) Adoption of the Agenda**

A motion to amend the February 26, 2018 agenda to include the Annual Audit after the approval of the January 22, 2018 minutes was made by Sarah Campbell and seconded by Shannon Simon. The motion was unanimously approved.

A motion to approve the amended February 26, 2018 agenda was made by Richard Jordan and seconded by Donna Mayne. The motion was unanimously approved.

**3) Public Expression**

Mariella Ostroski and Ann Sledjeski, staff at the library, were both in attendance.

**4) Approval of the Minutes**

The Secretary presented the Minutes of the January 22, 2018 board meeting for review and approval. A motion to approve the January 22, 2018 minutes was made by Shannon Simon and seconded by Donna Mayne. The motion was unanimously approved.

**5) Annual Audit**

Albert Coster presented (1) the Management Letter containing recommendations for internal controls. The firm reported a material weakness cited as "a lack of segregation of duties" attributed to the small size of the library staff. This has been a recurring finding for a number of years. (2) The Independent Auditor's Report.

**6) Financial Reports**

a) General Fund Treasurer's Report

The report, dated January 31, 2018, was reviewed and discussed by the Trustees. The Director reported that the New Suffolk School System funds have still not been received and that she will reach out again to inquire as to the expected date of receipt.

b) Multi-Fund Report

The report, dated January 31, 2018, was reviewed and discussed by the Trustees.

c) General Fund Warrant - After discussion, a motion was made to approve the General Warrant dated February 26, 2018. The motion was made by Harold Shields. It was seconded by Sarah Campbell. The motion was unanimously approved.

d) Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated January 12, 2018 and January 26, 2018 was made by Barbara Best and seconded by Richard Jordan. The motion was unanimously approved.

- Gross Wages for January 12, 2018 were \$36,231.96.
- Employer Taxes for January 12, 2018 were \$11,711.32.
- Gross Wages for January 26, 2018 were \$36,214.04.
- Employer Taxes for January 26, 2018 were \$10,908.78.

The mission of the Cutchogue New Suffolk Free Library is to promote lifelong learning through the acquisition, organization and preservation of information, and through offering services in an environment that will support the community's educational, cultural, recreational, and professional interests.

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**7) Personnel Report**

The Director covered her promotion and the resignation of the former director. A motion to approve the Personnel Report, dated February 26, 2018, was made by Shannon Simon. It was seconded by Sarah Campbell. The motion passed unanimously.

**8) Director's Report**

The director reviewed the library statistics. Questions were entertained and answered. There was an error in the circulation statistics. Rosemary will review and correct it for the next meeting. Topics covered included donations, the migration of records from Sierra to Amazon, the new Passport acceptance service offering, the Brainfuse Training Workshop, meetings attended, and youth services planning. The complete report was distributed as part of the meeting packet.

A motion to approve the Director's report dated February 26, 2018, was made by Richard Jordan and seconded by Barbara Best. The motion was unanimously approved.

**9) Committee Reports**

a) Investment Committee

Richard Jordan reported that the balance of the Fidelity account, which funds the Defined Benefits Plan, increased by \$10,993.54 for the month of January 2018, with a YTD (January 1, 2018 – January 31, 2018) balance of \$358,398.46.

Until the Pension Plan is settled the Investment Committee will not be convening.

b) Building and Grounds Committee – Sarah Campbell presented the report. Topics included completion of the lighting and electric installations, and track lighting.

c) Nominating Committee

Shannon Simon reported that interviews could start at the beginning of March including for the replacement of Noreen McCarthy. Shannon reminded Harold Shields of the need for his renewal letter. Donna Mayne offered to help with interviews.

d) Policy Committee – The Policy Committee had nothing to report.

e) Research and Development Committee – The library staff will assume responsibility and funding for the remaining tasks and costs of the periodical and travel shelving to allow for additional event space on the second floor. The R&D committee will be working with the Finance Committee to document steps for property acquisition in the event a property becomes available in the future. Other topics discussed included leasing of the Parish Hall and contacting the Heritage development to discuss future event collaboration.

**10) Old Business**

A commitment to make the plan sufficient for Plan Benefits letter was signed by Board President, Cookie Slade, and Director, Rosemary Martilotta.

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**11) New Business**

A motion to approve the Northwest Resolution and authorize the board President to sign it was made by Donna Mayne and seconded by Richard Jordan. The motion was unanimously approved.

**12) Public Expression** – Mariella Ostroski and Anne Sledjeski were both in attendance. Mariella thanked the board for terminating the Defined Benefit Plan.

**13) Executive Session**

A motion to move to executive session to discuss personnel disability matters was made by Shannon Simon, seconded by Donna Mayne and passed unanimously at 8:20 pm.

A Worker's Compensation Policy amendment draft was proposed for discussion at future Trustee meetings.

A motion to exit executive session was made at by Sarah Campbell and seconded by Donna Mayne. The motion was unanimously approved at 8:32 pm.

**14) Adjournment**

There being no further business before the Board, a motion to adjourn the meeting was made by Sarah Campbell and seconded by Harold Shields. The motion was unanimously approved at 8:32 p.m.

Next Trustee meeting: Monday, March 19, 2018 at 7:00 pm.

Upcoming Friends of the Library meeting: Monday, March 12, 2018 at 7:00 pm.

Respectfully submitted,

Barbara Best

Approved on: \_\_\_\_\_