

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Minutes of Regular Meeting
Monday, March 19, 2018 at 7:00 p.m.

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

Absent: Donna Mayne; Paula Hepner, Vice President w proxy

1) Call to Order

As a quorum was present, the meeting was called to order by the President at 7 p.m.

2) Adoption of the Agenda

A motion to approve the March 19, 2018 agenda was made by Noreen McCarthy and seconded by Shannon Simon. The motion was unanimously approved.

3) Public Expression

History Librarian Mariella Ostroski was in attendance and had no public expression.

4) Approval of the Minutes

The Secretary presented the Minutes of the February 26, 2018 board meeting for review and approval. A motion to approve the February 26, 2018 minutes was made by Noreen McCarthy and seconded by Richard Jordan. The motion was unanimously approved.

5) Financial Reports

a) General Fund Treasurer's Report

The report, dated February 28, 2018, was reviewed and discussed by the Trustees.

b) Multi-Fund Report

The report, dated February 28, 2018, was reviewed and discussed by the Trustees.

c) General Fund Warrant - After discussion, a motion was made to approve the General Warrant dated March 19, 2018. The motion was made by Harold Shields and seconded by Shannon Simon. The motion was unanimously approved.

d) Capital Warrant After discussion, a motion to approve the Capital Warrant was made by Sarah Campbell. It was seconded by Noreen McCarthy. The motion passed unanimously.

e) Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated February 9, 2018 and February 23, 2018 was made by Richard Jordan and seconded by Sarah Campbell. The motion was unanimously approved.

- Gross Wages for February 9, 2018 were \$43,450.54.
- Employer Taxes for February 9, 2018 were \$14,296.21
- Gross Wages for February 23, 2018 were \$33,904.24
- Employer Taxes for February 23, 2018 were \$9,980.10

6) Director's Report

The topics Rosemary Martilotta covered included Bequests and Donations, Library Lobby Day, and Meetings Attended. In addition, Rosemary:

- presented a detailed 2016-2017 year-to-year comparison of the library's Programs and Services.
- reviewed logistics pertinent to the July 1, 2018 – June 30, 2019 budget vote slated for Tuesday April 10 from 2-8 pm

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.

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Minutes of Regular Meeting
Monday, March 19, 2018 at 7:00 p.m.

- provided an update on the Cutchogue Parish Hall. On March 15, she discussed the news of the Mercy closing with Elaine Villano and the library's interest in the property. Points included earliest potential sale date of approximately 1 year from now as well as logistical concerns.

Cookie Slade distributed a set of steps to take when considering a property purchase. Usage of the barn was discussed and alternatives for buying and leasing will need to be evaluated in the future.

Also Included in the Director's Report was a recap of recent and upcoming programming by the Head of Youth Services Mignon Osmer.

A motion to approve the Director's report dated March 19, 2018, was made by Harold Shields and seconded by Noreen McCarthy. The motion was unanimously approved.

7) Committee Reports

a) Investment Committee

Richard Jordan reported that the balance of the Fidelity account, which funds the Defined Benefits Plan, decreased by \$10,047.08 for the month of February 2018, with a YTD (January 1, 2018 – February 28, 2018) balance of \$348,351.38.

b) Building and Grounds Committee – Sarah Campbell had nothing to report.

c) Nominating Committee

Shannon Simon reported that the interview process is ongoing, with a few more candidates left to contact.

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

e) Research and Development Committee –The R&D committee had nothing to report.

8) Old Business

Since the Delta Dental – NY Library Dental Consortium plan does not offer a retirement option, and there is one retired employee receiving dental insurance, the current United Concordia plan cannot be changed. Communications will continue with reps from both plans in order to arrive at an acceptable transition plan.

9) New Business

a) Equipment Removal

The director requested approval for the removal of a 4-year old LaserJet printer, a 9-year-old and a 10-year-old computer. A motion to approve the removal of these machines was made by Richard Jordan and seconded by Sarah Campbell. The motion was unanimously approved.

b) People's United Bank CD maturing 4/26/2018

Four (4) options for handling the impending maturity of the CD were presented to the board. Options include (1) Payoff Loan, (2) Rollover into a new 5-year CD, (3) Reduction of the CD by 100K to secure the loan, (4) Rollover into a short-term CD

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.

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Minutes of Regular Meeting
Monday, March 19, 2018 at 7:00 p.m.

c) NYS Annual Report

The Director presented major findings from 2017 data with comparisons to current year.

A motion to accept the New York State Annual Report was made by Sarah Campbell and seconded by Noreen McCarthy. The motion was unanimously approved.

10) Public Expression.

History Librarian Mariella Ostroski was in attendance and had no public expression.

11) Executive Session

A motion to move to executive session to discuss matters regarding the suspension of a patron was made by Richard Jordan seconded by Noreen McCarthy and passed unanimously at 8:20 pm.

A motion to exit executive session was made at by Harold Shields and seconded by Noreen McCarthy. The motion was unanimously approved at 8:38 pm.

12) Adjournment

There being no further business before the Board, a motion to adjourn the meeting was made by Shannon Simon and seconded by Sarah Campbell. The motion was unanimously approved at 8:28 p.m.

Next Trustee meeting: Monday, April 16, 2018 at 7:00 pm.

Upcoming Friends of the Library meeting: Monday, Monday, April 9, 2018 at 7:00 pm.

Respectfully submitted,
Barbara Best

Approved on: April 16, 2018

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Minutes of Regular Meeting
Monday, March 19, 2018 at 7:00 p.m.

PROXY FORM

BE IT KNOWN, that I, Paula J Hepner, a duly elected member of the Board of Trustees of the Cutchogue New Suffolk Free Library, hereby constitute and appoint Cookie Slade 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 March 19, 2018 or any adjournment thereof. This proxy is valid for:

x for all issues coming before the Board for a vote: Cookie Slade is authorized to cast a vote on my behalf that is consistent with the manner in which the majority votes.

X 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: Paula J. Hepner

Signature: */s/ Paula J.Hepner*

Date: March 19, 2018