

**CUTCHOGUE NEW SUFFOLK FREE LIBRARY**  
**Board of Trustees, Minutes of Regular Meeting**  
**Monday, May 21, 2018 at 7:00 p.m.**

**Present:** Trustees Paula Hepner, Vice President; Barbara Best, Secretary; Sara Campbell; Donna Mayne; Harold Shields; Shannon Simon; Rosemary Martilotta, Library Director; Robin Sweeny, President of The Friends

**Absent:** Corinne (Cookie) Slade, President w proxy; Richard Jordan, Treasurer

**Proxies:** A signed form from the President Corinne Slade appointing Paula Hepner as proxy for the purposes of this meeting is attached as an addendum to these minutes.

**1) Call to Order**

As a quorum was present, the meeting was called to order by the Vice President at 7:02 p.m.

**2) Welcome Nominees to Meeting** - No nominees were in attendance.

**3) Adoption of the Agenda**

A motion to approve the amended May 21, 2018 agenda, to include an update from The Friends, was made by Donna Mayne and seconded by Shannon Simon. The motion was unanimously approved.

**4) Public Expression**

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

**5) Approval of the Minutes**

The Secretary presented the Minutes of the April 16, 2018 board meeting for review and approval. A motion to amend the April 16, 2018 minutes was made by Shannon Simon and seconded by Donna Mayne. The motion carried unanimously. A motion to approve the amended minutes was made by Sara Campbell and seconded by Donna Mayne. The motion passed unanimously.

**6) Financial Reports**

a) General Fund Treasurer's Report

The report, dated April 30, 2018, was reviewed and discussed by the Trustees.

b) Multi-Fund Report

The report, dated April 30 2018, was reviewed and discussed by the Trustees.

c) General Fund Warrant - After discussion, a motion was made to approve the General Warrant dated May 21, 2018. The motion was made by Paula Hepner and seconded by Harold Shields. The motion was unanimously approved.

d) Capital Warrant: There was no capital warrant for this meeting.

e) Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated March 9, 2018 and March 23, 2018 was made by Donna Mayne and seconded by Barbara Best. The motion was unanimously approved.

- Gross Wages for April 6, 2018 were \$33,676.08.
- Employer Taxes for April 6, 2018 were \$9,878.08.
- Gross Wages for April 20, 2018 were \$33,153.00.
- Employer Taxes for March 27, 2018 were \$9,650.38.

**7) Director's Report**

The topics that the Director, Rosemary Martilotta, covered in this meeting included:

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- Bullet Aid Funding of \$13,00 secured for the library by NY State Assembly member Anthony Palumbo
- Donations
- Employee Recognition: The Director included personal quotes from BOCES student letters in appreciation of the ESOL services librarian Darlene Brush has provided to them as Head of Adult Services.
- Library Statistics: YTD 2018 – 2017 Circulation Statistical Comparisons, and 2016-2018 Program & Meeting Room Statistics
- Meetings Attended
- Program Space / Parish Hall Task Force Update
- The Director's Young Women & Leadership Presentation to the Peconic Community School 5<sup>th</sup> and 6<sup>th</sup> grade students
- Safety Training
- Technology Update
- Youth Services Update

A motion to approve the Director's report dated May 21, 2018, was made by Harold Shields and seconded by Donna Mayne. The motion was unanimously approved.

**8) Friends of the Library**

Robin Sweeny, as the newly appointed President, discussed her acclimation to the operations of the Friends. She also discussed her background and her intent to increase membership, fundraising as well as fund dispensations to library projects. Finally, the President distributed flyers of the upcoming Ribbon Cutting Ceremony & Friends Appreciation Reception scheduled for June 9 from 10:00 – 11:00 a.m.

**9) Committee Reports**

a) Investment Committee

The Director provided an update on the process for interviewing several potential investment advisors for the purposes of evaluating and making recommendations for the library's financial portfolio. The director met with East End Financial Group and will be meeting with at least two other firms.

b) Building and Grounds Committee

Sara Campbell submitted her report which included details on:

- Flooding and Drainage Issues
- Garden Care Annual Proposal
- Electrical Work
- Gutters
- Upcoming Needs

c) Nominating Committee

Shannon Simon provided resumes of two very qualified candidates who will be presented for Board approval at the June meeting. Shannon is also in discussions with a former board member who is considering re-joining the Board of Trustees.

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- d) Policy Committee – Paula Hepner encouraged Trustees to join the committee and reiterated the idea of creating a survey to be filled out by outside constituents as a way of assessing the board. In conjunction with the Director she proposed speaking to the previous director about other recommendations she had put forth before her departure.
  
- e) Research and Development Committee  
Rosemary Martilotta reported that the library staff task force continues to work on collecting the data related to programming event space. This will take some time to gather and collate before the R&D committee, Trustees, and the Friends can evaluate it for the purposes of determining priorities and goals and identify fundraising requirements. Barbara Best was in contact with Torin Washington who has his own fundraising company called DevoFund. The status of this task force project was communicated with him. He sent along a contract proposal with estimates for evaluation by the above-named groups should the need for his services arise.

Further ideas of expansion were discussed by the Trustees. Mariella Ostroski recommended approaching Anne Surchin who is an architect with landmark experience.

**10) Old Business**

a) Amended Meeting Notes

A motion to rescind prior amended January 22, 2018 and February 26, 2018 meeting minutes was made by Barbara Best and seconded by Paula Hepner. The motion passed unanimously. A motion to approve the amended January 22, 2018 and February 26, 2018 meeting minutes was made by Paula Hepner and seconded by Sara Campbell. The motion passed unanimously.

b) Consortium Dental Plan Change\*

A motion to rescind last month's Delta AARP vote due to the fact the company has since rescinded some of the terms of their offerings was made by Barbara Best and seconded by Donna Mayne. The motion passed unanimously.

The Director presented charts comparing the plans of the current provider, United Concordia, to Met Life plans.

A motion to change the Employee's current United Concordia Dental Insurance Plan to Met Life was made by Donna Mayne and seconded by Sara Campbell. The motion passed unanimously.

A motion to change the current Retiree United Concordia Dental Insurance Plan to Met Life's High Plan option was made by Paula Hepner and seconded by Harold Shields. The motion passed unanimously.

**11) New Business**

a) Electrical Wiring Project with Bob Burns\*

A motion to approve the electrical wiring project by Bob Burns for \$950 was made by Harold Shields and seconded by Donna Mayne. The motion passed unanimously.

**12) Public Expression.**

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History Librarian Mariella Ostroski was in attendance and spoke about her efforts with the Historical Society concerning summertime usage of the barn space on the Village Green for other programming and events. Rental from the library would help maintain these historical properties.

**13) Adjournment**

There being no further business before the Board, a motion to adjourn the meeting was made by Shannon Simon and seconded by Harold Shields. The motion was unanimously approved at 8:41 p.m.

Next Trustee meeting: Monday, June 18, 2018 at 7:00 pm.

Upcoming Friends of the Library meeting: Monday, June 11, 2018 at 7:00 pm.

Respectfully submitted,  
Barbara Best

Approved on: June 18, 2018

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**PROXY FORM**

BE IT KNOWN, that I, Corinne Slade,  
a duly elected member of the Board of Trustees of the Cutchogue New Suffolk Free Library,  
hereby constitute and appoint Paula Hepner  
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  
may 21, 2018 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: Corinne Slade

Signed: Corinne Slade

Dated: may 10, 2018