

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Minutes of the Annual Meeting
Monday, June 22, 2018 @ 7:00 p.m.

Present: Trustees Corinne Slade, President; Paula J. Hepner, Vice President; Richard Jordan, Treasurer; Shannon Simon, Donna Mayne; Sara Campbell; Rosemary Martilotta, Library Director; Robin Sweeny, President of the Friends of the Library

Absent: Trustees Barbara Best, Secretary; Harold Shields

Community Members Present: Mariella Ostroski, Allegra Borghese

1. **Call to Order** – As a quorum was present, the meeting was called to order by the President at 7:00 p.m.
2. **Adoption of the Agenda** – The President presented the Agenda that had been distributed in advance of the meeting. A motion to adopt the agenda was made by Paula Hepner and seconded by Donna Mayne. The motion was unanimously approved.
3. **Public Expression** – The community members present did not request time to address the Board.
4. **Approval of the Minutes** – The Secretary presented the minutes of the May 21, 2018 board meeting for review and approval. As there were no additions or corrections, Sara Campbell made a motion to approve the minutes. Paula Hepner seconded the motion and the minutes were approved unanimously.
5. **Financial Reports** – The Library Director presented the financial reports for discussion. Questions from the Trustees were entertained and answered by the Director and the Treasurer.
 1. General Fund Treasurer’s Report – After reviewing the report, the President stated that the Treasurer’s report dated May 31, 2018 will be part of the information provided to the Library’s auditor who, upon review of the 2018 financial records at the end of the year, will create an audited report which will then be voted upon by the Board. In accordance with Robert’s Rules, no motion or second is required.
 2. Multi-Fund Report – This report, dated May 31, 2018, was reviewed and discussed by the Trustees.
 3. General Warrant – After discussion, notably about the People’s United CD and the issues connected with its renewal, a motion to approve the General Warrant dated June 18, 2018 was made by Donna Mayne and seconded by Shannon Simon. The motion was unanimously approved.
 4. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated May 4, 2018 and May 18, 2018 was made by Richard Jordan and seconded by Sara Campbell. The motion was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for the payroll dated May 4, 2018 were \$32,623.09.
 - ii. Employer Taxes for the payroll dated May 4, 2018 were \$9,563.85.
 - iii. Gross Wages for the payroll dated May 18, 2018 were \$33,616.87.
 - iv. Employer Taxes for the payroll dated May 18, 2018 were \$9,815.62.
6. **Director’s Report** -- The Library Director presented her report which included an attachment giving the 2016-2018 data for Program Attendance, Museum Passes Usage, Outside Meeting Group Usage and Notary Service. Also provided was comparative data for 2017 and 2018’s circulation statistics. In addition to items that were addressed under “New Business,” the Director also reported on the meetings she has attended, new donations the library received, technology improvements, the efforts to enhance the website’s appearance and developments related to the summer reading program and

youth services. A motion to accept the Director's report dated June 18, 2018 and the attachments thereto was made by Sara Campbell and seconded by Donna Mayne. The motion was unanimously approved.

The Director provided information about the efforts underway by the Friends and Robin Sweeney explained in greater detail some of their projects, plans and ideas. These include the renovation of the lobby, work on the book sale, recruiting more members and raising money for the library. Robin Sweeney reported on the information she acquired while attending a meeting of the group of east end library friends.

7. **Committee Reports**

1. Investment Committee, Harold Shields, Richard Jordan – Ann Sledjeski prepared a report on the status of the Fidelity account which experienced an increase of \$5,303.76 as of May 31, 2018 and had a closing balance on that date of \$349,475.69. In terms of searching for someone to advise the library on its investments and its policies, Richard Jordan told the Board that Morgan Stanley in Riverhead did not respond to the library's inquiry. Fidelity has yet to make an appointment. The committee members met with The East End Financial Group and found them to be "quite competent and willing to help the library." Further research is needed.
2. Building and Grounds Committee, Sara Campbell, Harold Shields – Sara Campbell reported that additional power outlets and internet cabling has been added to the back of the Children's Room. In regard to restoring the outside stairs/emergency exit on the East side of the building. Sara Campbell provided three quotes which were discussed under New Business.
3. Nominating Committee, Shannon Simon – Shannon Simon presented the names of two candidates being proposed by the committee as new trustees for two of the vacancies. She also a slate for the 2018-2019 officers. One vacancy on the Board will not be filled at this time as a third candidate, Jo Anne Vitiello, is still interested in returning to the Board but is presently unavailable.
4. Policy Committee, Paula Hepner – Paula Hepner reported the Committee has not met because no one contacted her about serving on the committee. Donna Mayne volunteered to join the committee as did Cookie Slade who will serve as a community member. A Doodle will be sent out to everyone to find a time to arrange a new meeting.
5. Research & Development Committee, Barbara Best, Shannon Simon, Donna Mayne – No report was offered for discussion at this meeting.

8. **Old Business**

1. Defined Benefit Plan Termination Update – The Director announced that all of the participants have filled out their forms and the process is moving forward.

9. **New Business**

1. Reconfiguration of Upstairs Space – The Director and Donna Mayne met with Timothy Kropp who provided a thorough description of the work he envisioned for reconfiguring the upstairs mezzanine. His focus looked at how the library can grow with the new programs it wants to provide. The goal of this renovation is to bring the community into the library. His plan is to remove the magazine shelving units from the center of the floor; replace the short stack from the sitting area with the magazine shelving unit; retrofit the travel section to hold the newspapers; reconfigure the collection to fit all materials; weed the collection of unused items, and purchase easy to move, light tables for patron use. Shannon Simon made a motion to hire Timothy Kropp and approve this proposal for the upstairs space reconfiguration and purchase of

tables in the amount of \$4,360.00. The motion was seconded by Donna Mayne and the motion was unanimously approved.

2. Steel Staircase Refurbishment – In order to prevent a major expense connected with replacement of the back staircase which is eroding and in need of serious repair, bids were received from Arthur Hackert Painting, Ludlow Homes Contracting Company and William Blanchard & Son to scrape, remove rust, apply primer and paint the existing staircase. The three proposals were examined, compared and contrasted. After the discussion ended, Sara Campbell made a motion to approve the stair restoration project by Ludlow Homes for \$2650.00 contingent on him including a sealer on the cement in his proposal. The motion was seconded by Donna Mayne and the motion was unanimously approved.

3. Elections

- i. Trustees - The President asked the candidates to leave the room during the election process which was then commenced. On behalf of the Nominating Committee, Shannon Simon presented the names of those being proposed to fill the current vacancies: Allegra Borghese and Wendy Reeve as new Trustees and Barbara Best to be reelected. The President called for nominations from the floor and hearing none, the nominations were closed. Shannon Simon made a motion to elect Barbara Best, Allegra Borghese and Wendy Reeve as trustees for a term of three years beginning at the July 16, 2018 board meeting. Donna Mayne seconded the motion and the motion was unanimously approved. The candidates were then asked to return to the room.
- ii. Officers - Shannon Simon put forth a slate of candidates to serve as officers for the coming year and each office was voted on separately. Sara Campbell made a motion to elect Richard Jordan as President. The motion was seconded by Donna Mayne and the motion was unanimously approved. Shannon Simon made a motion to elect Paula J. Hepner as Vice President. The motion was seconded by Sara Campbell and the motion was unanimously approved. Paula J. Hepner made a motion to elect Sara Campbell as Treasurer. Shannon Simon seconded the motion and the motion was unanimously approved. Shannon Simon made a motion to elect Barbara Best as Secretary. Donna Mayne seconded the motion and the motion was unanimously approved.

10. **Public Expression** - Mariella Ostroski thanked the Board of Trustees for taking action on the defined benefit plan despite the staff's collective sadness that it didn't happen sooner.

11. **President's Note** – Being that this is the last meeting Cookie Slade will chair, she took a few moments to thank everyone for the wonderful experience she had as a Trustee and as President. Albeit bittersweet to be leaving the Board, she reviewed all of the major activities and accomplishments of the Board during her tenure. They are numerous and contributed to positive change.

12. **Adjournment** – There being no further business to come before the Board, Donna Mayne made a motion to adjourn the meeting. The motion was seconded by Shannon Simon and the motion was unanimously approved. The meeting was adjourned by the President at 8:04 p.m.

Respectfully submitted,
Paula J Hepner for Barbara Best, Secretary
Approved on: July 16, 2018

The next Trustee meeting is Monday, July 16, 2018 at 7:00pm. The next meeting of the Friends of the Library meeting is Monday, July 9, 2018 at 7:00pm.