

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Minutes of the Annual Meeting
Monday, July 16, 2018 @ 7:00 p.m.

Present: Trustees Richard Jordan, President; Paula J. Hepner, Vice President; Sara Campbell, Treasurer; Barbara Best, Secretary; Allegra Borghese, Wendy Reeve, Rosemary Martilotta, Library Director;

Absent: Shannon Simon (with Proxy), Donna Mayne

Community Members Present: Mariella Ostroski

1. **Call to Order** – As a quorum was present, the meeting was called to order by the President at 7:05 p.m.
2. **Adoption of the Agenda** – The President presented the revised agenda that had been distributed in advance of the meeting. A motion to adopt the revised agenda was made by Paula Hepner and seconded by Sara Campbell. 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 June 18, 2018 board meeting for review and approval. As there were no additions or corrections, Paula Hepner made a motion to approve the minutes. Wendy Reeve 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.
 - a. General Fund Treasurer’s Report – This report, dated June 30, 2018, was reviewed and discussed by the Trustees. The final yearly percentage is 5.42% over budget for the year.
 - b. Multi-Fund Report – This report, dated June 30, 2018, was reviewed and discussed by the Trustees.
 - c. General Warrant – After discussion, a motion to approve the General Warrant dated July 16, 2018 was made by Wendy Reeve and seconded by Paula Hepner. The motion was unanimously approved.
 - d. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated June 1, 2018, June 15, 2018 and June 29, 2018 was made by Barbara Best and seconded by Paula Hepner. The motion was unanimously approved. The payrolls specifically approved were:
 - I. Gross Wages for the payroll dated June 1, 2018 were \$33,273.29.
 - II. Employer Taxes for the payroll dated June 1, 2018 were \$9,668.94.
 - III. Gross Wages for the payroll dated June 15, 2018 were \$33,584.42.
 - IV. Employer Taxes for the payroll dated June 15, 2018 were \$9790.01.
 - V. Gross Wages for the payroll dated June 29, 2018 were \$37,608.34.
 - VI. Employer Taxes for the payroll dated June 29, 2018 were \$10,673.74.

6. Personnel Report

The director announced the start date of two library pages Liam Hall on June 13, 2018 and Antonia Dris on June 19, 2018. A motion to approve the personnel report was made by Sara Campbell and seconded by Allegra Borghese. The motion passed unanimously.

7. Director’s Report

Rosemary Martilotta covered the county-wide automatic renewal, a donation of \$50, meetings attended, library statistics, parking, staff meeting minutes, the Safety Action Plan, Staff Recognition, Student Volunteers, Summer Reading Club – *Libraries Rock!*, Technology, and Youth Services.

A motion to accept the Director’s report dated July 16, 2018 and the attachments thereto was made by Allegra Borghese and seconded by Barbara Best. The motion was unanimously approved.

8. Friends of the Library

Rosemary Martilotta reviewed the following updates as part of the Director's Report:

- *Wind Down Friday* Art Panel Discussion was held Friday, July 13 at 6:00pm
- Thursday, August 5 marked the first day of book sale collection for the Friends Annual Book Sale. Volunteers are hard at work with President, Robin Sweeney at the helm.
- New artwork, *North Fork Light*, a juried show is on display for the months of July & August in the Upstairs Gallery

The report from Robin Sweeney included updates on fundraisers, new secretary Marianne Caskran, new fundraising committee members, and the Art Panel Discussion.

9. Committee Reports

- a. Investment Committee – Procuring financial advisement for the structure of the library portfolio is ongoing pending confirmation of new committee members and termination of the Defined Benefit Plan. Ann Sledjeski prepared a report on the status of the Fidelity account which experienced an increase of \$7,455.10 as of July 13, 2018 and had a closing balance on that date of \$384,097.58.
- b. Building and Grounds Committee, Sara Campbell – Sara Campbell had no updates.
- c. Nominating Committee, Shannon Simon – Shannon Simon was absent and no report was submitted.
- d. Policy Committee, Paula Hepner– Paula Hepner reported on certain policy changes proposed by the director regarding the following: Anti-nepotism policy, Tribute Donation Form, Sick Leave Donation Policy, Bulletin Board Policy, Executive Committee, Meeting Room Policy, Student Pages and Director's Evaluation.

Discussions resulted in:

- Direction to the committee to propose language to the Sick Leave section in the Employee Handbook that would create a means for the staff to donate a portion of their accrued sick time to another employee in need.
 - Direction to the committee to propose language for installation and management of separate bulletin boards, one for non-profit organizations and one for the community to submit items to the staff for posting. The language would also propose library procedures related to dating, posting and monitoring.
 - Direction to the committee to propose an Executive Committee consisting of the trustee officers who would provide support to the President in emergency situations.
- e. Research & Development Committee, Barbara Best, Shannon Simon, Donna Mayne
As part of the Director's Report Rosemary Martilotta provided updates on the Parish Hall Task Force Committee, which was renamed to the Space Exploration Task Force Committee, and a status on the progress of gathering of statistical data. The R&D Committee will use this data as a driver for future R&D initiatives.

10. Old Business

Lump sum payments for the 2 participants who selected this option of the Defined Benefit Plan have been submitted. The money has been wired to purchase the deferred annuities for the other two participants. The plan is on track for termination.

11. New Business

A motion was made by Paula Hepner to revise the Tribute Donation Form to read "you may suggest a specific title for purchase (if available) which the library will honor if it is consistent with the library's collection policy". The motion was seconded by Wendy Reeve and passed unanimously.

12. **Public Expression** – There was no public expression.

13. Executive Session

A Motion was made by Paula Hepner enter executive session to discuss personnel and compensation. The motion was seconded by Richard Jordan and passed unanimously at 8:50 pm.

A motion was made by Paula Hepner to reimburse 2 employees who elected the lump sum, for the difference in the amount they had been advised in May that they would receive, and the actual amount received. The motion was seconded by Wendy Reeve. The motion passed unanimously.

A motion was made by Barbara Best and seconded by Sara Campbell to exit the executive session. The motion carried unanimously at 9:08 p.m.

14. **Adjournment** – There being no further business to come before the Board, Wendy Reeve made a motion to adjourn the meeting. The motion was seconded by Richard Jordan and the motion was unanimously approved. The meeting was adjourned by the President at 9:08 p.m.

Respectfully submitted,

Barbara Best, Secretary

Approved on: August 20, 2018

The next Trustee meeting is Monday, August 20, 2018 at 7:00pm. The next meeting of the Friends of the Library meeting is Monday, August 13, 2018 at 7:00pm.

CUTCHOGUE NEW SUFFOLK FREE LIBRARY

PROXY FORM

BE IT KNOWN, that I, Shannon Simon, a duly elected member of the Board of Trustees of the Cutchogue New Suffolk Free Library, hereby constitute and appoint Paula Hepper 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 July 16, 2018 or any adjournment thereof. This proxy is valid for: for the following specific issues: anything that require a vote

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: Shannon Simon
Signed: Shannon Alon Simon
Dated: July 3, 2018