

**CUTCHOGUE NEW SUFFOLK FREE LIBRARY**  
**Board of Trustees, Minutes of the Annual Meeting**  
**Monday, August 20, 2018 @ 7:00 p.m.**

**Present:** Trustees Richard Jordan, President; Paula J. Hepner, Vice President, Sara Campbell, Treasurer; Shannon Simon, Donna Mayne, Wendy Reeve; Rosemary Martilotta, Library Director.

**Absent:** Trustees Barbara Best, Secretary; Allegra Borghese – both by proxy

**Community Members Present:** Mariella Ostroski

1. **Call to Order** – As a quorum was present, the meeting was called to order by the President at 7:04 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 Shannon Simon and seconded by Wendy Reeve. The motion was unanimously approved.
3. **Public Expression** – The community member in attendance, Mariella Ostroski, did not request time to address the Board.
4. **Approval of the Minutes** – The Secretary presented the minutes of the July 16, 2018 board meeting for review and approval. As there were no additions or corrections, Wendy Reeve made a motion to approve the minutes. Sara Campbell 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 August 20, 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. The report indicates \$99,673.60 of the \$203,333.94 due to the Library from the New Suffolk School District was received. There is no indication when the rest will be forwarded. The President suggested a decision from the courts requiring prompt remittal might be brought to their attention.
  2. Multi-Fund Report – This report, dated August 20, 2018, was reviewed and discussed by the Trustees. The Director informed the Board that on the prior 5 year CD at People’s United Bank (which matured recently) the Library received a report of quarterly interest. When this CD rolled over into the new CD, Peoples UB did not “rollover” the quarterly interest reports and so the Library will not receive annual reports. They are working to correct that issue. Two CD’s held at Bridgehampton Bank are maturing in late September, so a decision needs to take place regarding their rollover.
  3. General Warrant – After discussion and review of the disbursements for the past month, a motion to approve the General Warrant dated August 20, 2018 was made by Paula Hepner and seconded by Donna Mayne. The motion was unanimously approved.
  4. Capital Warrant – The Director submitted a report dated August 20, 2018 showing the capital expenses incurred with the renovation of the stairs by Ludlow Homes. She considers it a job well done.

5. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated July 13, 2018 and July 27, 2018 was made by Sara Campbell and seconded by Shannon Simon. The motion was unanimously approved. The payrolls specifically approved were:
  - i. Gross Wages for the payroll dated July 13, 2018 were \$35,064.36.
  - ii. Employer Taxes for the payroll dated July 13, 2018 were \$10,181.57.
  - iii. Gross Wages for the payroll dated July 27, 2018 were \$35,142.78.
  - iv. Employer Taxes for the payroll dated July 27, 2018 were \$10,219.32.
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. The Director reported on the success of the Library's team in Battle of the Books. Further information was provided on the auto renewal program that answers questions raised by the Trustees at the last meeting. The Director reviewed several events that will be held in the next few months and highlighted the financial support the Friends will be giving to enhance programming for children, teens/tweens and adults. There will be a Great Playdate initiative on September 22, 2018. The Trustees expressed a concern about how to promote this event for the non-English-speaking members of this community. The library does not have any staff who are fluent in Spanish. The Director will discuss this with Darlene Brush. A suggestion was made to ask Mignon Osmer if she would be interested in taking Spanish classes. A motion to accept the Director's report dated August 20, 2018 and the attachments thereto was made by Paula Hepner and seconded by Richard Jordan. The motion was unanimously approved.
7. **Friends of the Library Report** – Robin Sweeney, President, provided the details of the Friends' activities for the past month. The Director gave her report. The Friends' book sale netted approximately \$3,800.00 and would have been impossible without the hard work of the volunteers, and the large contributions from the community, so the Director expressed a big "thank you" to all on behalf of Robin! New fundraising activities are planned to begin with the collection of costume and vintage jewelry as well as bags, scarves and other accessories for a "Baubles & Bling" event set for December 1st from 9:30am-3:00pm & December 2nd from 1:00-5:00pm. The Friends are aiming to introduce quarterly fundraisers and are hoping this is a successful new addition. Two "Wind Down Fridays" are scheduled for September and November. The topic for the September event is architectural design, and the topic for the other is yet to be determined. The panel on architectural design is co-sponsored by Daniel Gale Sotheby's International Realty. The Friends of the Library are generously contributing the following amounts for 2018-2019: \$3,000.00 for Children's programming, \$2,000.00 for Adult programming and \$2,000.00 for Teen & Tween programming. This represents a \$1,000.00 increase from 2017-2018.
8. **Committee Reports-** President asked the committee heads to send report to Policy Committee in 2 weeks
  - a. Investment Committee, Richard Jordan, Allegra Borghese – this committee did not meet but is in the process of completing the last details associated with closing the Fidelity Account which held the DBP funds. It is unclear what Don Boetker's bill will be for his services connected with closing the defined benefit plan. Other issues to discuss are what to do with the money when the Cd's are not renewed. Richard Jordan suggested it might be good to get Fidelity to make a presentation to the Library since their company has come out with several no fee investment opportunities.
  - b. Building and Grounds Committee, Sara Campbell – Sara Campbell reported the Emergency Exit stair restoration on the East side of the building is complete and echoed the Director's sentiment that the job was well done. The Director is seeking quotes for various woodwork repairs, sanding and painting another staircase and repairing or replacing the South emergency

exit doors. Still under investigation is the problem of the basement flooding and the pruning of the shrubbery needs and pulling of the weeds in the gardens.

- c. Nominating Committee, Shannon Simon, Donna Mayne – Shannon Simon discussed the need to have more people to interview and asked the Trustees to forward names of potential candidates to her including what makes consideration of them important.
- d. Policy Committee, Paula Hepner, Donna Mayne, Cookie Slade (volunteer) – Paula Hepner reported the Committee has met several times to work on creating a sick leave donation benefit, revising the tribute form, and drafting language for an executive committee. Two of these will be presented for a vote tonight. Ongoing work involves developing a procedure and uniform evaluation process for the Director and retooling the Board self-assessment document.
- e. Research & Development Committee, Barbara Best, Shannon Simon, Donna Mayne – No report was offered for discussion at this meeting. The upstairs renovation was finished, and it looks great.

**9. Old Business - none**

**10. New Business**

- a. 2019 Holiday Schedule – A schedule of Library holidays for 2019 was presented by the Director. Paula Hepner made a motion to adopt the schedule. The motion was seconded by Shannon Simon and was approved unanimously.
- b. 2019 Staff Development Day – The Director asked the Board to approve closing the Library on Thursday Dec 6, 2018 for a staff development day. -
- c. North Fork Artists Tour, Sunday Oct. 21 – This year the North Fork Artist’s Tour will be held over two days. Thus, the Director asked the Board to approve opening the Library for the second day of the tour, Sunday October 21 between the hours of 11 and 3pm. Paula Hepner made a motion to authorize the Library to be open on Sunday October 21 from 11am to 3pm. Sara Campbell seconded the motion and it was approved unanimously.
- d. Sick Leave Donation Policy – The policy committee presented its final draft of the sick leave donation policy. Discussion was had regarding the circumstances under which an employee could request a donation of time. Wendy Reeve made a motion to adopt the sick leave donation policy as written with option B that would allow a staff member to request a donation of sick leave for occasions when “The receiving staff member or immediate family member (parent, spouse, sibling or child) diagnosed with a medically certified physical or mental condition that has caused or is likely to cause the employee to be absent for an extended period of time.” Shannon Simon seconded the motion and it was approved unanimously.
- e. Tribute Donation Form – The policy committee presented a revised draft of the Tribute Donation Form which now includes the language suggested by the Board at the July meeting. Donna Mayne made a motion to adopt the revised form. Sara Campbell seconded the motion and it was approved unanimously.

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

**12. Executive Session** – Paula Hepner made a motion to enter Executive Session at 8:10pm, to discuss the Library Director’s contract. Wendy Reeve seconded the motion and it was approved unanimously. The President described his meeting with the Director to discuss the need to prepare a contract now that her probationary period is over. Possible terms and conditions were discussed and a plan to review her contract at the end of the year. Sara Campbell made a motion to leave Executive Session at 8:43pm. The motion was seconded by Wendy Reeve and unanimously approved. After the regular Board meeting resumed, the Director returned and was advised that the Board is pleased with her performance and intends to conduct a formal evaluation process and then present a 3-year contract to her. The Board

asked the Director to reflect on whether the Library would benefit by having an Assistant Director and if so, would there be any staff member who is both professionally ready and interested in such a position.

13. **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 8:56 p.m.

Respectfully submitted,

Paula J Hepner for Barbara Best, Secretary

Approved on: September 17, 2018

**Next Trustee meeting: Monday, September 17, 2018 at 7:00pm.**

**Upcoming Friends of the Library meeting: Monday, September 10, 2018 at 7:00pm.**