

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Meeting Minutes
Monday, September 17, 2018 @ 7:00 p.m.

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

1. **Call to Order** – As a quorum was present, the meeting was called to order by the President at 7:02 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 Wendy Reeve. The motion was unanimously approved.
3. **Public Expression** – There was no public expression.
4. **Approval of the Minutes** – The Secretary presented the minutes of the August 20, 2018 board meeting for review and approval. As there were no additions or corrections, Sara Campbell made a motion to approve the minutes. Donna Mayne 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 – This report, dated September 17, 2018, was reviewed and discussed by the Trustees. In accordance with Robert’s Rules, no motion or second is required.
 2. Multi-Fund Report – This report, dated September 17, 2018, was reviewed and discussed by the Trustees. As the Director pointed out last month, two CDs held at Bridgehampton Bank are maturing in late September, so a decision needs to take place regarding their rollover. This is reported under New Business. People’s United reporting issues have been resolved and should be available next month.
 3. General Warrant – After discussion and review of the disbursements for the past month, a motion to approve the General Warrant dated September 17, 2018 was made by Paula Hepner and seconded by Shannon Simon. The motion was unanimously approved.
 4. Capital Warrant – The Director submitted a report dated September 17, 2018 showing the capital expenses incurred. Wendy Reeve made a motion to accept the Capital Warrant dated September 17, 2018. The motion was seconded by Donna Mayne and passed unanimously.
 5. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated August 10, 2018 and August 24, 2018 was made by Shannon Simon and seconded by Paula Hepner. The motion was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for the payroll dated August 10, 2018 were \$34,633.07.
 - ii. Employer Taxes for the payroll dated August 24, 2018 were \$10,077.87.
 - iii. Gross Wages for the payroll dated August 10, 2018 were \$32,847.75.
 - iv. Employer Taxes for the payroll dated August 24, 2018 were \$9,670.58.

6. **Director's Report** -- The Library Director presented her report which provided details on the following topics:

- Annual Trustee Workshop to be held on Tuesday, November 13, 2018. The director requested notification from board members who plan to attend.
- Friends of the Library report on behalf of Robin Sweeny. Recent and current activities include the September 7, 2018 Wind Down Friday series reception featuring A New Wave of Architecture on the North Fork and arrangement, with Mr. Kolb, of a temporary storage unit to be installed on the convent parking lot to support the Baubles and Bling fundraiser.
- The 2nd Annual North Fork Artist Studio Tour to be held over two days this year, October 20 and 21. Tickets are priced at \$30. A Kick-off event is to be held the night before where patrons will have the opportunity to preview works and meet the artists.
- The 2nd Annual Great Give Back children's Southold Animal Shelter "Adopt Me" animal portrait painting event scheduled for Saturday October 13, 2018 from 1:30-3:00 pm.
- The Art of the Baroque Era visual lecture and discussion slated on Saturday October 13, 2018 at 2:00 pm.
- The Saturday, November 3rd Annual Fall Concert to be held at 2:00 pm.
- Library Aid: Local Library aid in the amount of \$2,517 and \$5,000 in Bullet Aid from legislature, both for the 2018-2019 fiscal year.
- Statistics: The Director presented circulation statistics for January-August 2018 followed by January-December 2017 for comparison purposes as well as Program & Meeting Room Statistics for 2016-2018 and 2018 Summer Reading & Program Statistics.
- Investment Committee BNB CDs – see New Business.
- Meetings Attended: September 5, 2018 PALS Executive Board Meeting and September 14, 2018 Directors' Zone Meeting.
- NYLA Annual Conference in Rochester, NY – see New Business.
- Staff Morale Night
- Youth Services – Back to Scholl Night at MUFSD to promote library programs and conduct on the spot library card registrations held for grades 4-6 on September 13th and grades K-4 on September 17th. Additionally a detailed report from Mignon Osmer, Head of Youth Services was presented.

A motion to accept the Director's report dated September 17, 2018 and the attachments thereto was made by Wendy Reeve and seconded by Allegra Borghese. The motion was unanimously approved.

7. **Friends of the Library Report** – The Director presented on behalf of Robin Sweeny as described in her report summarized above.

8. **Committee Reports-**

- a. Investment Committee, Richard Jordan, Allegra Borghese – The committee had nothing to report. See New Business for details related to the decision related to the BNB CDs maturation.
- b. Building and Grounds Committee, Sara Campbell – The committee had nothing to report. Richard Jordan discussed opportunities for obtaining additional funding for renovations and plans to do further research on the topic.
- c. Nominating Committee, Shannon Simon, Donna Mayne – Shannon Simon discussed her plans for contacting a list of potential candidates over the next month and elicited additional

recommendations from the board. An interview of a potential candidate is scheduled on September 25.

- d. Policy Committee, Paula Hepner, Donna Mayne, Cookie Slade (volunteer) – Paula Hepner covered items in progress including the Bulletin Board Policy (covered under New Business), Director Evaluation, the Board Self-Assessment Tool and the Sexual Harassment Policy. Paula Hepner also requested a summary statement from each of the Committees describing committee responsibilities. This is needed for completion of the Executive Committee bi-laws.
- e. Research & Development Committee, Barbara Best, Shannon Simon, Donna Mayne – The committee met with the director to discuss the successful impact of the space improvements done in the periodical sections over the past few months. The next focus of the R&D pending results of the statistics currently being gathered by the staff. The Director anticipates that the staff will have metrics available for evaluation by November.

9. **New Business**

- a. CD Maturation [BNB] – The investment committee discussed two BNB CDs set to mature on September 27, 2018. The choice is to roll the funds over to BNB's 7 month CD or one year CD at the same rate at BNB or invest them in CDs at Apple Bank where the rate may be higher. Wendy Reeve made a motion to authorize the Director to choose the CDs' maturity date at BNB or move them to Apple Bank based on the information she receives from Apple this week. The motion was seconded by Paula Hepner and was approved unanimously.
- b. Director Evaluation – The board reviewed the proposed Director Evaluation form, rating system, and methods for evaluating results. Feedback was proposed related to the numerical rating scale, which will be amended to alphabetic, to avoid inconsistencies in mathematical interpretation. A motion was made by Barbara Best to amend the rating system as discussed. The motion was seconded by Paula Hepner and passed unanimously. A motion to approve the evaluation as amended was made by Wendy Reeve and seconded by Allegra Borghese. The motion also passed unanimously.
- a. Meeting Space Policy – The proposed policy language was reviewed and discussed by the board. A motion to approve the policy was made Wendy Reeve and seconded by Barbara Best. The motion passed unanimously.
- b. Bulletin Board Policy – The proposed policy language was reviewed and discussed by the board. A motion to approve the policy was made by Sara Campbell and second by Donna Mayne. The motion passed unanimously.
- c. NYLA Conference Attendance Request – A motion to approve \$1,500 for conference fees, travel to Rochester, meals and accommodation was made by Wendy Reeve and seconded by Paula Hepner. The motion carried unanimously.

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

Adjournment – There being no further business to come before the Board, Sara Campbell made a motion to adjourn the meeting. The motion was seconded by Paula Hepner. The motion was unanimously approved. The meeting was adjourned by the President at 8:51 p.m.

Respectfully submitted,
Barbara Best, Secretary
Approved on: October 15, 2018

Next Trustee meeting: Monday, October 15 at 7:00 pm.
Upcoming Friends of the Library meeting: Monday, October 8, 2018 at 7:00 pm.