

**CUTCHOGUE NEW SUFFOLK FREE LIBRARY**  
**Board of Trustees, Meeting Minutes**  
**Monday, November 19, 2018 @ 7:00 p.m.**

**Present:** Trustees Richard Jordan, President; Paula J. Hepner, Vice President; Sara Campbell, Treasurer; Barbara Best, Secretary; Shannon Simon, Wendy Reeve; Rosemary Winters, Library Director.

**Absent:** Donna Mayne with Proxy

1. **Call to Order** – As a quorum was present, the meeting was called to order by President Richard Jordan at 7:06 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 October 15, 2018 Board meeting for review and approval. Wendy Reeve made a motion to amend the General Fund Treasurer’s Report section of the minutes, replacing ‘photocopy’ with ‘printing’. The motion was seconded by Paula Hepner. ..A motion to accept the minutes as amended was made by Paula Hepner. The motion was seconded by Sara Campbell and passed 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 November 19, 2018, was reviewed and discussed by the Trustees. In accordance with Robert’s Rules, no motion or second is required for approval of this report.
  - b. Multi-Fund Report – This report, dated November 19, 2018, was reviewed and discussed by the Trustees.
  - c. General Warrant – After discussion and review of the disbursements for the past month, a motion to approve the General Warrant dated November 19, 2018 was made by Wendy Reeve and seconded by Paula Hepner. The motion was unanimously approved.
  - d. Capital Warrant – A motion to approve the Capital Warrant dated November 19, 2018 was made by Wendy Reeve. The motion was seconded by Paula Hepner. The motion passed unanimously.
  - e. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated October 5, 2018 and October 19, 2018 was made by Paula Hepner and seconded by Barbara Best. The motion was unanimously approved. The payrolls specifically approved were:
    - i. Gross Wages for the payroll dated October 5, 2018 were \$31,842.40.
    - ii. Employer Taxes for the payroll dated October 5, 2018 were \$9,370.51.
    - iii. Gross Wages for the payroll dated October 19 2018 were \$32,512.69.
    - iv. Employer Taxes for the payroll dated October 19, 2018 were \$9,488.32.

6. **Personnel Report** -- Director Winters reported the retirement of Kathy Brann and the hiring of Maegan Farrell. A motion to approve the report was made by Barbara Best. Wendy seconded the motion. The motion passed unanimously.
7. **Director's Report** -- The Library Director presented her report which is attached as addendum. A motion to accept the Director's Report dated November 19, 2018 and the attachments thereto was made by Sara Campbell and seconded by Wendy Reeve. The motion was unanimously approved. The Director's report also included the report from The Friends.
8. **Committee Reports**
  - a. Investment Committee, Richard Jordan – The committee met with two advisors and a meeting with a third advisor is scheduled for next week. The committee intends to make a recommendation as to which financial advisor the committee will choose by the January Trustee Meeting and also anticipates rewriting the Investment and Financial Policies. The Fidelity Account which holds the remainder of the recently-closed Defined Benefit Plan decreased \$770 over the month of October, leaving a closing balance of \$12,166 on October 31, 2018.
  - b. Building and Grounds Committee, Sara Campbell – Sara Campbell reported that the water fountain was installed in the library's lobby, the fall landscaping cleanup was completed mid-October. Upcoming projects include replacement of rotting woodwork at the rear of the building and battery, bulb replacement in emergency lighting, sensors and other equipment in the library.
  - c. Nominating Committee, Shannon Simon, Donna Mayne –The Trustees reviewed and discussed the committee's proposed recruitment plan. A motion to adopt the plan as the committee's directive was made by Paula Hepner and seconded by Richard Jordan. The motion passed unanimously.
  - d. Policy Committee, Paula Hepner, Donna Mayne, Cookie Slade (volunteer) – During this agenda, Paula Hepner presented the remainder of the policies and amendments for which she had set goals to accomplish during her tenure with the board.
  - e. Research & Development Committee, Barbara Best, Shannon Simon, Donna Mayne – The committee's report dated November 11, 2018, included a proposal for development of an online searchable repository of Trustee materials, suggested WebJunction as a possible resource for fulfilling Trustee educational requirements, and also included plans for reviewing the Library staff's programming metrics. Based on the review of the metrics with the Director, the committee will present recommendations at upcoming Trustee meetings.
9. **Old Business**
  - a. Director Evaluation: The board reviewed and discussed the evaluation. A motion to approve the Policy Committee's Director Evaluation as a board protocol was made by Wendy Reeve. The motion was seconded by Barbara Best. The board unanimously approved the motion.
  - b. Board Assessment Tool – The board reviewed and discussed the Board Assessment Tool as authored by the Policy Committee. A motion to adopt the Board Assessment Tool was made by Barbara Best and was seconded by Sara Campbell. The motion passed unanimously.
  - c. Bylaws – Committees & Executive Committee – The board reviewed the Bylaws of the Committees and Executive Committee. After discussion, Wendy Reeve made a motion to adopt the Bylaws. The motion was seconded by Shannon Simon and subsequently passed unanimously.
  - d. Computer & Internet Access Policy – The board reviewed the Computer & Internet Access Policy as authored by the Policy Committee. After discussion, a motion to approve the policy was

made by Richard Jordan. The motion was seconded by Wendy Reeve and then passed unanimously.

- e. 2019 Fiscal Year SCLS Operating Budget Proposal -- The board reviewed the SCLS budget proposal. After discussion, a motion to approve the policy was made by Richard Jordan. The motion was seconded by Paula Hepner. The motion then passed unanimously.

**10. New Business**

- a. 2018-1019 Temporary Board Committee Descriptions – After review and discussion, a motion to approve the committee descriptions was made by Sara Campbell. Shannon Simon seconded the motion. The motion passed unanimously.
- b. Equipment Removal Request -- The Director reviewed the request for removal of equipment. Barbara Best made a motion to approve the request which was seconded by Richard Jordan. The motion passed unanimously.

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

**12. Executive Session** – A motion was made by Paula Hepner to enter Executive Session in order to discuss personnel matters related to the Director’s contract and compensation. The motion was seconded by Richard Jordan and passed unanimously.

A motion to end Executive Session was made by Paula Hepner at 9:47 pm. The motion was seconded by Wendy Reeve and passed unanimously.

**13. Adjournment** – There being no further business to come before the Board, Shannon Simon made a motion to adjourn the meeting. The motion was seconded by Wendy Reeve. The motion was unanimously approved. The meeting was adjourned by the President at 9:48 p.m.

Respectfully submitted,  
Barbara Best, Secretary

Approved on: December 17, 2018

**Next Trustee meeting: Monday, December 17 at 6:00 pm.**

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



CUTCHOQUE  
NEW SUFFOLK  
FREE LIBRARY  
OPEN FOR NEW IDEAS

PROXY FORM

BE IT KNOWN, that I, DONNA MAYNE  
a duly elected member of the Board of Trustees of the Cutchogue New Suffolk Free Library,  
hereby constitute and appoint PAWLA HOPNER  
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  
11/19/18 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: DONNA MAYNE

Signed: Donna Mayne

Dated: 11/19/18

## Director's Report November 19, 2018

### Donations

- \$280.00 Local Library Services Aid
- \$25.00 anonymously in Memory of Karen Land Rich
- \$25.00 from Tami Loeffler in Memory of Karen Land Rich
- \$50.00 from Carolyn Norklun in Memory of Karen Land Rich
- \$50.00 from Mr. Tom Crowley in Memory of Karen Land Rich
- \$400.00 from Jan Nicholson to support the Kickoff Reception
- \$1,500.00 Robins Island Foundation

### Friends of the Library Update

- **Nov. 16, 2018** - Friends *Wind Down Friday Non Representational Art Discussion Panel* featuring artist, Linda Plotkin. Plotkin's collage work is on display in the gallery for the months of November and December. Tickets were sold for \$5.00, approximately 40 people attended, and a reception was held after the event.
- **Dec. 1, 9:30am-7:00pm & Dec. 2, 1:00-5:00pm** – *Baubles & Bling Sale*. Please join the Friends for their first ever costume jewelry, scarves, accessories (and more) sale to benefit the Library.
- **New Secretary:** Marianne Caskran

#### Friends Contributions:

PROGRAM-RELATED	REQUEST
Children's Programs	<b>\$3,000.00</b>
Adult Programs	<b>\$2,000.00</b>
Teen Programs	<b>\$2,000.00</b>
<b>TOTALS</b>	<b>\$7,000.00</b>

*Approved at the September 2018 Friends Meeting*

MUSEUM PASSES	REQUEST
Intrepid Air & Space	\$500.00
Vanderbilt Planetarium	\$600.00
Children's Museum of the East End	\$160.00
Museum of Natural History	\$750.00
Museum Pass Online Software	\$600.00
New York Transit Museum	\$150.00
<b>TOTAL</b>	<b>\$2,760.00</b>

*Harbes (\$500) & LI Science (\$150) are now donated  
Addition of NY Transit Museum*

**Director's Report November 19, 2018**

<b>LANGUAGE LEARNING SUPPORT</b>	<b>REQUEST</b>
Basic English Classes	\$1,000.00
Mango Online Language Learning	\$1,020.00
<b>TOTAL</b>	<b>\$2,020.00</b>
<i>\$500 increase for Basic English Classes as per DB's request</i>	

<b>MISCELLANEOUS</b>	<b>REQUEST</b>
Unforeseen Library Opportunities	\$2,000.00
Staff Holiday Party	\$1,500.00
Budget Mailer	\$700.00
Overdrive Growth Expenditures	\$4,211.00 (dependent on SCLS budget vote)
<b>TOTAL</b>	<b>\$8,411.00</b>
<i>Approved payment for Overdrive Growth Expenditures</i>	

Total Budget Approved by the Friends for 2019-2020 Budget Year: **\$20,191.00**

**Library Fundraiser: NoFo Artist Studio Tour**

Saturday & Sunday, October 20 & 21, 10:00 am – 4:30 pm

Patrons spent the day touring several local artists' studios interacting with the artists in their studios, watching demonstrations, and engaging in discussion about their work, interests, techniques and inspirations. The event was a huge success with a lot of positive feedback from attendees. 59 tickets sold.

Revenue	\$1,830.00
Expenses	\$91.00
<b>Profit</b>	<b>\$1,739.00</b>

**Library Statistics**

Included in the Trustee Board Packets, are the following statistical reports:

- Circulation Statistics for January-October 2018
- Circulation Statistics for January-December 2017 (for comparison purposes)
- Program & Meeting Room Statistics for 2016-2018

## Director's Report November 19, 2018

### Meetings Attended

- October 19, 2018 – Directors Zone Meeting @ East Hampton Library
- October 24, 2018 – Immigration 101 & Citizenship Requirements @ SCLS
- November 5, 2018 – PALS Directors Meeting @ SCLS
- November 7-November 10, 2018 – NYLA Annual Conference, Rochester, NY
- November 16, 2018 – Directors Zone Meeting @ Hampton Bays Public Library

### Technology

- 3 new all-in-one computers were purchased and installed for the Teen Room
- New monitor installed for the print-release station to enhance patron ability to read screen, and navigate, as well as refurbished computer installed to remove printing lag time
- Clean up of LAN room, see *New Business* for equipment removal

### Youth Services – report from Mignon Osmer, Head of Youth Services

- Staff and community were happy to participate in 2's & 3's Trick or Treating in the safe environment of our Library now an annual community event
- Youth services collaborated with Mattituck High School in working to provide community service opportunities to students helping them to reach their goal of 65 completed community service hours upon graduation in June 2019 to receive the *Citizenship Award*
- October 24, Library Advisory Board Meeting at Mattituck High School
  - Attended by Mignon Osmer and Kristie Korade
  - Purpose: to further collaborative efforts between the school libraries, parent-teacher organizations and parents of the district
  - Current goals: promotion of Brainfuse to students, and to orchestrate an author visit for the students and general community

### *Old Business:*

#### **SCLS FY 2019 Budget Vote**

Included in your Board Packet is the *Proposed SCLS 2019 Operating Budget* for Board review and vote. The Director will discuss the Budget Proposal, focusing in on Overdrive cost increases.

### *New Business:*

#### **Equipment Removal Request**

Included in your Board Packet is the *November 19, 2018 Equipment Request for Removal* for review and vote.