

**CUTCHOGUE NEW SUFFOLK FREE LIBRARY**  
**Board of Trustees, Meeting Minutes**  
**Monday, December 17, 2018 @ 6:00 p.m.**

**Present:** Trustees Richard Jordan, President; Barbara Best, Secretary; Donna Mayne, Shannon Simon, Wendy Reeve; Rosemary Winters, Library Director.

**Absent:** Sara Campbell, Treasurer, with Proxy (attached as addendum)

1. **Call to Order** – As a quorum was present, the meeting was called to order by President Richard Jordan at 6:06 p.m.
2. **Adoption of the Agenda** – The President reviewed the Agenda that had been distributed in advance of the meeting. A motion to adopt the agenda was made 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 November 19, 2018 Board meeting for review and approval. A motion to accept the minutes was made by Wendy Reeve. The motion 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.
  - a. General Fund Treasurer’s Report – This report, dated December 17, 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 December 17, 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 December 17, 2018 was made by Donna Mayne. The motion was unanimously approved.
  - d. Capital Warrant – There was no Capital Warrant.
  - e. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated November 2, 2018, November 16, 2018, and November 30, 2018 was made by Wendy Reeve. The motion was unanimously approved. The payrolls specifically approved were:
    - i. Gross Wages for the payroll dated November 2, 2018 were \$32,549.11.
    - ii. Employer Taxes for the payroll dated November 2, 2018 were \$9,420.23.
    - iii. Gross Wages for the payroll dated November 16, 2018 were \$33,150.45.
    - iv. Employer Taxes for the payroll dated November 16, 2018 were \$9,559.08.
    - v. Gross Wages for the payroll dated November 30, 2018 were \$36,015.59.
    - vi. Employer Taxes for the payroll dated November 30, 2018 were \$10,835.19.
6. **Director’s Report** -- The Library Director presented her report which is attached as addendum. A motion to accept the Director’s Report dated December 17, 2018 and the attachments thereto was made by Barbara Best. The motion was unanimously approved.
7. **Committee Reports**
  - a. Investment Committee, Richard Jordan – A meeting was held with Fidelity Investment Advisors to evaluate their services and offerings. Richard Jordan reviewed the advantages and disadvantages when compared to the other advisers who were evaluated, namely, BNB and East End Financial. Pending selection of the new advisor, he also recommended changes to the

Investment Policy outlined in New Business. The Trustees plan to vote on the proposed changes at the upcoming January meeting.

- b. Building and Grounds Committee, Sara Campbell –B&G had nothing to report.
- c. Nominating Committee, Shannon Simon, Donna Mayne –The Nominating Committee had nothing to report.
- d. Policy Committee, Donna Mayne, Cookie Slade (volunteer) – The Policy Committee had nothing to report.
- e. Research & Development Committee, Barbara Best, Shannon Simon, Donna Mayne – This month’s report provides a recap of activities and progress over the last year and makes recommendations for goals in 2019. To address program and event space requirements that increase during the summer months the committee is planning installation of an outdoor tent structure. As a first step in the planning process, the Director will collect information from the Shelter Island library which has recently completed a similar project.

**8. New Business**

- a. 2019-2020 Budget Draft: – In preparation for the April 2, 2019 budget vote, the Director reviewed the methodology used to determine the budget tax cap followed by a review of detailed line items in the 2019-2020 budget.
- b. Election of Officer – Vice President: A motion was made by Barbara Best to approve Wendy Reeve as Vice President of the CNSFL Board of Trustees. The motion passed unanimously.
- c. Emergency Lighting Project: Capital Fund – A motion was made by Richard Jordan to approve the \$1,075 expenditure to cover costs of installation and equipment required for safety lighting. The motion passed unanimously.
- d. Investment Policy – Richard Jordan distributed proposed changes to the Investment Policy which are included as an addendum. A vote on the changes is slated for the January 2019 Trustee meeting.
- e. Move Defined Benefit Plan Committed Funds to BNB Money Market – A motion was made by Shannon Simon to move the Defined Benefit Plan Committed Funds to the BNB Money Market. The motion was approved unanimously.
- f. Board Meeting Schedule: A motion to amend the bi-laws to eliminate the monthly Trustee meeting in February 2019 was made by Wendy Reeve. The motion passed unanimously.

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

10. **Adjournment** – There being no further business to come before the Board, Barbara Best made a motion to adjourn the meeting. The motion was unanimously approved. The meeting was adjourned by the President at 7:36 p.m.

Respectfully submitted,  
Barbara Best, Secretary  
Approved on: January 28, 2019

**Next Trustee meeting: Monday, January 28, 2019 at 6:00 pm.**  
**Upcoming Friends of the Library meeting: Monday, January 14, 2019 at 3:00 pm.**

## Director's Report

### Director's Report December 17, 2018

#### July 1, 2019 – June 30, 2019 Proposed Budget Presentation

The Director will present a draft budget for discussion at the Trustee meeting. This proposed budget falls below the NYS Tax Cap. The Budget Vote is scheduled for April 2, 2019.

#### Donations

- \$200.00 from Network for Good; donations received through Facebook
- \$100.00 from Dennis Deerkoski for Staff Development Day
- \$300.00 from Ann McCarthy of the Albert Payson Terhune Foundation
- \$2,000.00 anonymous donation in support of the Harpsichord Concert

#### Emergency Lighting Project *New Business*

Included in your Board Packet is a proposal to replace non-functional exit and emergency light fixtures and other emergency fixtures throughout the building. Project will be completed by Electrician, Bob Burns. The Director requests a Board Motion for approval of the project, and payment from Capital.

#### Friends of the Library Update

- The first ever *Baubles & Bling* jewelry, accessory and more sale profited approximately \$3,600.00. Due to this great success the Friends of the Library plan to make this event an annual one.
- President, Robin Sweeney is currently researching and planning a fundraiser for the spring season.

#### Library Statistics

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

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

#### Meetings Attended

- December 5, 2018 – PALS Directors Meeting @ SCLS
- December 6, 2018 – Staff Development Day @ CNSFL
- December 12, 2018 – Southold Economics Committee Meeting @ Southold Town
- December 14, 2018- Directors Zone Meeting @ Riverhead Free Library

#### Northwest Annual Review

December 10, 2018 – Michael Johnson, representative from the Northwest Retirement Services gave an annual review of the Library's 403b performance. The Director, Business Manager - Ann Sledjeski, and Board President - Richard Jordan were present for the discussion.

#### Staff Development Day – December 6, 2018

- *Sustainability in Libraries* presented by Eric Frank of SCLS
  - Discussion on libraries and their role in the community as an advocate for teaching, practicing, and promoting sustainable behavior in our increasingly waste ridden society.
- *Overdrive Informational & Tutorial* presented by Ellen Nasto of SCLS
  - Discussion on collection development for the downloadable collection through Overdrive, what the cost increase will mean to users, the different products available to users through Overdrive, other downloadable collections supported by SCLS, and a training on how to download. A very valuable question and answer period followed.
- *Copy/Scan/Fax/Print Station Training* presented by the Director

## Director's Report (continued...)

### Director's Report December 17, 2018

- Trained staff on new library equipment to help them better serve patrons.
- *Stroke Informational & Training* presented by Erin Froehlich, RN of Stonybrook Hospital
  - Informational training on what a stroke is, warning signs to look for, and how to properly help a victim of a stroke.
- *Local History Old House Tour* presented by Mariella Ostroski & Bonnie Zellner
  - Tour of the *Old House* highlighted a piece of the rich local history underneath our fingertips. Education of our surroundings and local history is particularly necessary for staff as we look towards future collaboration.
- *Meditation Session* presented by Rosemary Martilotta
  - Session focused on finding peace and harmony from within and in turn bringing that to the day to day; given with the intention of mentally recharging staff members.

#### Technology

##### *Copy/Scan/Fax/Print Station*

- The Director coordinated an installation of a new coin operated copy/scan/fax/print unit in the lobby. The unit offers accessibility features to help the visually impaired, hearing impaired, and to break language barriers.
- The new unit is composed of leased equipment, enabling the library to upgrade every 36 months; therefore providing patrons with new, up to date, well-functioning equipment.
- The company intends to provide WiFi printing software within the next quarter, free of cost, which will be a great service upgrade for patrons.

##### *Niche Academy*

- The Director integrated online web tutorials provided by Niche Academy to the Library website.
- Tutorials are specifically geared to not only promoting the online resources provided to our patrons, but to teach them to use those resources. These tutorials can be found on the homepage and embedded throughout the website.

##### *Coffee Machine Exchange*

- The Director requested an exchange of the current coffee machine for a less expensive, more user friendly machine from Coffee Solutions Group (CSG), who allowed us to breach our contract for the new machine.
- The "old" coffee machine cost \$199.00 per month and ran on a 2 year contract including maintenance; other expenses include all products associated (coffee, milk, etc.); the machine had a credit card swipe.
- The "new" coffee machine costs \$65.00 per month and runs on a 2 year contract including maintenance; other expenses include all products associated (coffee, milk, etc.); the coffee will be paid for at the front desk. The hope is to break even or turn a profit while providing a great service.

##### *Outreach Services – report from Darlene Brush, Head of Adult Services*

- Beginner English Classes (tutoring) will continue on Tuesday evenings, run with volunteers.
- BOCES English as a Second Language has been cancelled due to a cut in funding from BOCES. We are fortunate to have two community volunteers Monica McCormick & Joseph Hernandez teaching the course on Thursday evenings.
- Citizenship Courses are expected to begin mid-January, run by volunteer Monica McCormick
- The Passport Acceptance Agency will be launched end of December, with the assistance of Bonnie Zellner on set up, scheduling and general preparation; 6 staff members are trained to provide passport services

## Director's Report (continued...)

### Director's Report December 17, 2018

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

- Parent-Play Sessions as part of the Family Place Library initiative are continuing and thriving, allowing parents an informal opportunity to learn about their child's needs, and children an opportunity to play, grow, and learn.
- The Wednesday's Writers Club run by Caitlin Jacobs, a new educational, informal program drew in Tween aged patrons, and will be offered again in the upcoming newsletter.
- John Walsh, teacher at Southampton High School and coordinator of their Planetarium invited Librarians to visit with the intention of collaborating for the 2019 summer reading program, which will have an outer space theme. The presentation is for children of all ages, is educational, and entertaining. The planetarium is open to the public for shows, and will be scheduled as a summer event for our patrons.
- Mignon attended a Digital Literacy Workshop at SCLS and is working with Bonnie Zellner to integrate digital story times as an offering to library patrons with the intention of exposing and teaching young patrons about the educational opportunities available to them through devices.

## Proposed Amendments to the Investment Policy

### Proposed Amendments - Library Operations Investment Policy ( pages 46 - 51)

For vote at January 2019 meeting after review by Counsel.

#### Delegation of Authority

- First sentence, second line - After "designees" insert "and the President"

#### Diversification

- Amend to " The Library shall prudently diversify its deposits and investments."

#### Collateralizing of Deposits & Safekeeping and Collateralizing

- Delete sections and headings

#### Permitted Investments

- Amend to " The Director is authorized to invest moneys not required to meet the Library's projected cash flow needs. Such investments will be prudently and conservatively selected. All investments shall be in the name of or the account of the Cutchogue New Suffolk Free Library."

#### Authorized Financial Institutions and Dealers

- The Library shall maintain a list of financial institutions approved for investment purposes. Such listing will be reviewed annually with the Trustees.

#### Appendix A - Schedule of Eligible Securities

- Delete entire appendix

#### Appendix B - Designation of Depositories

- First sentence - After "companies" insert "and financial institutions".
- Update addresses and corporate names of institutions that absorbed or merged with Bridgehampton National Bank, Hudson City Savings Bank and Suffolk County National Bank.
- Add Fidelity Investments
- Other FDIC-insured depository institutions with Suffolk offices to the extent of Library deposits are so insured.
- The Director will advise trustees prior to other changes to this authorized list.

12/17/2018

## Proxy from Sara Campbell

### PROXY FORM

**BE IT KNOWN**, that I, Sara Campbell, a duly elected member of the Board of Trustees of the Cutchogue New Suffolk Free Library,

hereby constitute and appoint Richard Jordan

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 December 17, 2018 or any adjournment thereof.

This proxy is valid for:

for all business transacted at the meeting

for the following specific issues:

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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:

Sara Campbell

Signed:

*Sara C. Campbell*

Dated: December 17, 2018