

**CUTCHOGUE NEW SUFFOLK FREE LIBRARY**  
**Board of Trustees, Meeting Minutes**  
**Monday, January, 28 2019 @ 6:00 p.m.**

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

1. **Call to Order** – As a quorum was present, the meeting was called to order by President Richard Jordan at 6:00 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 Shannon Simon. 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 December 17, 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 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 31, 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 January 28, 2019 was made by Wendy Reeve. 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 December 14, 2018 and December 28, 2018 was made by Wendy Reeve. The motion was unanimously approved. The payrolls specifically approved were:
    - i. Gross Wages for the payroll dated December 14, 2018 were \$34,250.57.
    - ii. Employer Taxes for the payroll dated December 14, 2018 were \$9,883.58.
    - iii. Gross Wages for the payroll dated December 28, 2018 were \$34,517.28.
    - iv. Employer Taxes for the payroll dated December 28, 2018 were \$10,035.16.
6. **Director’s Report** -- The Library Director presented her report which is attached as addendum. A motion to accept the Director’s Report dated January 28, 2019 and the attachments thereto was made by Richard Jordan. The motion was unanimously approved.
7. **Personnel Report** - A motion to approve the Personnel Report dated January 28, 2019 was made by Richard Jordan. The motion passed unanimously.
8. **Committee Reports**
  - a. Investment Committee, Richard Jordan – As discussed at the December 17 meeting, the Fidelity Account was closed and the remaining \$11,340.73 was deposited in the Bridgehampton National Bank Money Market. A motion to approve the proposed changes to the Investment Policy, which are attached as addendum, was made by Sara Campbell. The motion was unanimously approved.

- b. Nominating Committee, Shannon Simon, Donna Mayne – The committee met on January 8 and 18 to implement the recruitment plan. A new application form, interview questionnaire, and advertisement poster were developed and presented to the board. The committee’s plan is to proceed with the advertisement in February and gather applications through March, with the goal of onboarding new candidates by June.
  - c. Policy Committee, Donna Mayne, Wendy Reeve, Cookie Slade (volunteer) – The committee met on January 9 to discuss amendments to the by-laws. See New Business.
  - d. Research & Development Committee, Barbara Best, Shannon Simon, Donna Mayne – The R&D Committee had nothing to report.
9. **Old Business** – The Director presented the budget numbers and discussed rationale behind each line item. A motion to approve the 2019-2020 budget as presented and to authorize the Director to notify the Mattituck-Cutchogue and New Suffolk School districts was made by Donna Mayne. The motion was unanimously approved.
10. **New Business**
- a. **Opening Motions:** – A motion was made by Barbara Best to approve the Opening Motions Resolution of the Cutchogue New Suffolk Free Library Board of Trustees dated January 29, 2019. The motion passed unanimously.
  - b. **Amended By-Laws:** – A motion was made by Shannon Simon to change language under Meetings to “meetings shall be held once a month for at least 10 months out of the year”. The motion passed unanimously.  
  
A motion was made by Wendy Reeve to change language under the Board of Trustees section to: “The board should consist of at least 7 but no more than 9 members.” The motion passed unanimously.
  - c. **Director Attendance at Advocacy Day:** A motion was made by Sara Campbell to approve the Director Attendance at this event. The motion passed unanimously.
  - d. **Board Meeting Schedule:** A motion to amend the by-laws to eliminate the monthly Trustee meeting in February 2019 was made by Donna Mayne. The motion passed unanimously.
11. **Public Expression** – There was no public expression.
12. **Executive Session:** - At 7:24 pm, A motion to enter executive session to discuss personnel benefits was made by Sara Campbell. The motion passed unanimously. At 7:33 pm a motion to exit executive session was made by Wendy Reeve. The motion passed unanimously.
13. **Adjournment** – There being no further business to come before the Board, Sara Campbell made a motion to adjourn the meeting. The motion was unanimously approved. The meeting was adjourned by the President at 7:34 p.m.

Respectfully submitted,  
Barbara Best, Secretary  
Approved on: Monday, March 18, 2019

**Next Trustee meeting: Monday, March 18, 2019 at 6:00 pm.**  
**Upcoming Friends of the Library meeting: Monday, February 11, 2019 at 3:00 pm.**

## Director's Report January 28, 2019

### July 1, 2019 – June 30, 2019 Final 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 from 2:00-8:00pm, and the Budget Hearing is scheduled for March 20, 2019 at 6:00pm. The Budget Proposal is included in your Board Packet.

### Donations

- \$25.00 from Clare McMahon in memory of Theresa Cramer
- \$50.00 from Andy Waxman & Pamela Yosca in honor of Patricia Yosca
- \$50.00 from Carmine Esposito
- \$100.00 from James H. Rich in memory of Karen Land Rich
- \$500.00 from Alice & Michael Lilly
- \$500.00 from the Cutchogue New Suffolk Historical Council, presented by Rose Ann Burns
- \$5,000.00 in additional Bullet Aid from Legislature

### Friends of the Library Update

The Friends of the Library are planning for their Annual Membership Drive mailing, revamping their address to the community and hoping to extend their reach. Pre-planning has begun for the Annual Booksale, Art Shows, and future fundraising ideas are being welcomed. The Friends were happy to have two new faces attend their January 14 meeting.

### Library Advocacy Day

The Director requests approval to attend Library Advocacy Day being held in Albany, NY, February 26-27, 2019, with reimbursement for registration, travel, lodging, meals and miscellaneous expenses not to exceed \$500.00.

### Library Statistics

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

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

### Meetings Attended

- December 21, 2018 – Annual Directors Meeting @ North Babylon Public Library
- January 2, 2019 – PALS Meeting @ SCLS
- January 15, 2019 – Presentation to High School Students @ Mattituck High School
- January 17, 2019 – Directors Zone Meeting @ Montauk Public Library
- January 23, 2019 - Public Library Directors Association Meeting @ SCLS

### Opening Motions *(New Business)*

At the beginning of the year the Library must review and reauthorize its contracts and accounts in order to continue its operations. The Director requests a resolution of the Board to continue the listed contracts in place for professional services and retain the bank accounts, investments, credit cards, petty cash funds and checking accounts necessary to transact business for the coming year.

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

### Director's Report January 28, 2019

#### SCLS Fiscal Year 2019 Budget Vote Results

Included in your Board Packet are the results from the overwhelmingly successful 2019 SCLS Budget Vote.

#### Sexual Harassment Training

The Director purchased an online training software through *KnowBe4* to administer Sexual Harassment Training to the Library staff. Staff have until March 1, 2018 to complete the training.

#### Spanish Language Learning for Staff

Darlene Brush & Mignon Osmer are attending the Conversational Spanish Learning Class provided by the library to the public as part of our initiative to enhance our services to Spanish speaking patrons. The library will cover their fee as part of professional development. After evaluating the success of the class, the Director will look into offering classes to more library employees.

#### Staff Evaluations

All supervisors completed a performance evaluation for each of their employees. These evaluations were reviewed and discussed with each individual employee by the Director.

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

- Holiday themed programs were a large draw to our patrons this year; great community spirit!
  - Annual Santa visit, sponsored by the North Fork Chamber of Commerce brought in over 150 attendees
  - The Inter-generational craft brought in 35 attendees
  - The family Gingerbread house program brought in 90 individuals
- Mignon Osmer and Kristie Korade met with the Library Advisory Committee at Mattituck High School on December 12, 2018 to discuss further collaborations with public libraries and schools districts. The committee is working on an author visit from Ann Braden, author of *The Benefits of Being an Octopus*. Ms. Braden will speak to our patrons, and students on the development of her characters, and challenges she overcame that are reflected in her work.
- Summer 2019 program planning is underway, the theme being *A Universe of Stories*. As always, many collaborative efforts are being made between local libraries, summer camps, and this year incorporating Custer Institute.

#### Teen & Tween Services – report from Kristie Korade, Teen & Tween Services Librarian

- Presented to the Cutchogue New Suffolk Free Library on January 15 & 16 on Brainfuse, covering key features such as free online tutoring, writing lab, learning library, and foreign language lab. Each student received a free bookmark and a letter home to inform parents and encourage use.
- On Wednesday, January 16, Bonnie Anderson, Senior Public Health Educator of Suffolk County Department of Health, shared the effects of vaping on health and the latest laws involved. The program was geared towards children grades 6 and up, and their parents.
- Saturday, January 5, six eager Teens visited the Library to create snowflakes for community service in an effort to decorate the Library for the winter season.

#### *Upcoming Meetings:*

As a reminder, the next meeting will be March 18, 2019 at 6:00pm, Al Coster will present the Audit Review.

**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

**Designation of Depositories**

- Add "financial Institutions" to banks or trust companies.

**Purchase of Investments**

- First paragraph change "banks or trust company" to "financial institutions"
- Second paragraph, delete last sentence

