

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Meeting Minutes
Monday, March 18, 2019 @ 6:00 p.m.

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

Linda Moeller, Cutchogue resident

Absent: Wendy Reeve, Vice President

1. **Call to Order** – As a quorum was present, the meeting was called to order by President Richard Jordan at 6:04 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 Donna Mayne. The motion was unanimously approved.
3. **Public Expression** – Linda Moeller introduced herself as an interested local resident who was there to observe the proceedings.
4. **Approval of the Minutes** – The Secretary presented the minutes of the January 28, 2019 Board meeting for review and approval. A motion to accept the minutes was made by Donna Mayne. 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 – 2 reports, dated January 2019 and February 2019, were 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 – 2 reports, dated January 31, 2019 and February 28, 2019 were reviewed and discussed by the Trustees.
 - c. General Warrant – After discussion and review of the disbursements for the past 2 months, a motion to approve the 2 General Warrants dated February 25, 2019, and March 18, 2019 was made by Shannon Simon. 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 January 11 and 25, 2019 and February 8 and 22, 2019, was made by Barbara Best. The motion was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for the payroll dated January 11, 2019 were \$34,035.60.
 - ii. Employer Taxes for the payroll dated January 11, 2019 were \$9,829.23.
 - iii. Gross Wages for the payroll dated January 25, 2019 were \$33,360.34.
 - iv. Employer Taxes for the payroll dated January 25, 2019 were \$9,600.18.
 - v. Gross Wages for the payroll dated February 8, 2019 were \$33,594.65.
 - vi. Employer Taxes for the payroll dated February 8, 2019 were \$9,646.42.
 - vii. Gross Wages for the payroll dated February 22, 2019 were \$33,740.93.
 - viii. Employer Taxes for the payroll dated February 22, 2019 were \$9,750.85.
6. **Director’s Report** -- The Library Director presented her report which is attached as addendum. A motion to accept the Director’s Report dated March 18, 2019 and the attachments thereto was made by Sara Campbell. The motion was unanimously approved.

7. **Personnel Report** - A motion to approve the Personnel Report dated March 18, 2019 was made by Barbara Best. The motion passed unanimously.

8. **Committee Reports**

- a. Investment Committee, Richard Jordan - On Monday, March 4, 2019 the Investment Committee met with Andrew Baris, a financial advisor for Morgan Stanley to review options available to the Library for Investment. On Monday, March 11, 2019 the Director met with Mark Bozuhoski of People's United Bank to discuss the CD for approximately \$475,000 that currently secures a loan of approximately \$350,000. Mr. Bozuhoski noted we may take the difference of that loan and CD that secures the loan, approximately \$125,000 with no impact on our current rates. He is further inquiring about the opportunity to free up all the money currently in the CD, and what impact that would have on the rates of the loan. Mr. Bozuhoski will also offer us options as to better rates, or other ways to invest our money if they are available. The Investment Committee is looking at a comparison of available services from those financial institutions who presented to the committee, including Morgan Stanley, Fidelity Investments, Bridge Financial Services, and East End Financial Group, and will present the findings at the April Board Meeting.
- b. Nominating Committee, Shannon Simon, Donna Mayne – The recruitment poster has been posted in the vestibule. Two candidates have been identified for potential board membership. Interviews are targeted for May and the candidates will be invited to attend the April Trustee meeting.
- c. Policy Committee, Donna Mayne, Wendy Reeve, Cookie Slade (volunteer) – The Policy Committee had nothing to report.
- d. Research & Development Committee, Barbara Best, Shannon Simon, Donna Mayne – The Director presented the R&D report. Updates included the installation of the Lions' Club Eye Glass Collection container, the library's new mailbox and New Suffolk's Little Free Library.

9. **New Business**

a. **Audit Review, presented by Al Coster**

Baldessari & Coster, LLP. presented the Cutchogue New Suffolk Free Library Financial Report for the fiscal year ending June 30, 2018. As a convenience to Mr. Coster, this New Business topic was conducted early in the meeting, after the Adoption of the Agenda.

b. **NYS Annual Report**

The Director presented Library's 2018 New York State Annual Report. A motion to accept the Library's 2018 New York State Annual Report was made by Sarah Campbell. The motion passed unanimously.

10. **Public Expression** – Linda Moeller stated that she was "impressed by the meeting".

11. **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, April 15, 2019

Next Trustee meeting: Monday, April 15, 2019 at 6:00 pm.

Upcoming Friends of the Library meeting: Monday, April 8, 2019 at 3:00 pm.

Director's Report March 18, 2019

Annual Report *New Business*

The Director will present the findings of the 2018 Annual Report under New Business.

Budget Hearing, Vote & General Information

- The Director will review the Annual Budget at the Budget Hearing, March 20, 2019 at 6:00pm. Information on the vote was mailed out on March 6, 2019. These materials are also available for pick-up at the Library in Spanish.
- The vote is scheduled for Tuesday, April 2, 2019 from 2:00-8:00pm. A sign-up sheet to volunteer for the vote is being passed around; please sign-up if interested in volunteering to run the vote, each shift is 2 hours in duration.
- The United States Department of Justice determined that both Nassau and Suffolk Counties are required to provide “registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots” in the language of the minority group as well as in English.
 - Joseph Hernandez, a regular volunteer of the ESOL courses and tutoring, has been hired to translate documents from English to Spanish for the Library.
 - Bilingual volunteer(s) will be recruited for the day of the vote to aid any Spanish-speaking voters.
 - The Mattituck-Cutchogue School District will provide the ballot and other instructions and signage in both English and Spanish.
- Included in your Board Packet is correspondence from the school districts, including the legal notices.

Donations

- \$25.00 from Mrs. Barbara & Mr. Philip Chesaniuk
- \$50.00 from Mr. Bill Price
- \$250.00 from Ms. Gwynn Shroeder

Friends of the Library Update

- The Friends of the Library met on March 11, 2019, and finalized the membership mailing set for Wednesday, April 3, at 10:00am. This year the Friends will include a one-page flyer created by the Director highlighting important program and service opportunities provided by the library; the intention is to attract new Friends members, and of course new patrons.
- On March 8, 2019, the Friends held an artist reception for photographer, Chris Hamilton. Opening night was one of our most successful openers to date, selling approximately 7 paintings and several prints.
- The Friends generously sponsored the printing and mailing of the Budget Mailers for the 2019-2020 Budget Vote. These mailers were sent out to the community on March 6, 2019.

Library Statistics

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

- Circulation Statistics for January-February 2019
- Circulation Statistics for January-December 2018 (for comparison purposes)
- Program & Meeting Room Statistics for 2017-2019

Meetings Attended

- January 29, 2019 – PLDA Directors Roundtable @ SCLS
- January 30, 2019 – Social Work for Librarians @ SCLS
- January 31, 2019 – Active Shooter & Safety Manual Training @ Riverhead Free Library
- February 15, 2019 – Directors Zone Meeting @ CNSFL
- February 28, 2019 - EAP Meeting *Resiliency & Change* @ CNSFL
- March 5, 2019 – Planning for Everything @ SCLS
- March 6, 2019 – PALS Executive Meeting @ SCLS (Remote Attendance)
- March 6, 2019 – Directors Marketing Meeting @ SCLS
- March 7, 2019 – Directors Long Range Planning Meeting @ SCLS
- March 13, 2019 – Directors Youth Services Meeting @ SCLS
- March 13, 2019 – Future Proof Your Team Webinar via Niche Academy

Nominating Recruitment

As per discussions had at the January meeting, the Director took the recruitment plan set forth by the Nominating Committee and added it to the website. After reviewing with the committee, a link was added to the homepage to attract attention to the application. <http://www.cutchoguelibrary.org/our-library/board-of-trustees/join-the-board>

Passport Services

On February 11, 2019 after great deliberation, the Library officially started offering Passport Services, managed by Bonnie Zellner. Bonnie has administered training to the passport agents, and general staff, organized the procedures, set up the scheduling, and is monitoring progress, going so far as to attend the first several appointments to encourage and guide fellow staff members. From February 11 to February 28, 5 passport appointments were held, with many appointments already fulfilled in March.

Research & Development

The Research & Development Committee met on Friday, March 8, 2019, the report is included in your Board Packet. The Director is working with Jay Brown of the Lion's Club to schedule an installation date, and to raise awareness throughout the community of the Library becoming a used glasses drop off location.

Strategic Plan

In an attempt to better market the Library, increase sales in the Library Shoppe, and in an attempt towards sustainability, reusable, inexpensive canvas bags with the Library logo are now for sale at the Circulation desk. These bags can be purchased for \$3.00 per bag, or 2 for \$5.00.

Website Development

The Director is working with Jim Faulknor, our website engineer, to recreate the website. Mr. Faulknor notified the Director that the Adobe platform currently running the website will be terminated in the year of 2020, this will require recreating the website on an alternate platform, most probably WordPress. Rather than see this as a setback, it is an opportunity to reinvent the website. The Director, and selected staff, will work with Mr. Faulknor to create a more user friendly, and accessible website so that patrons may have easy access to the programs and services that the library provides.

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

- Hosted gymnastics program at Flip-Flop Gymnastics in Southold for the first time, and will continue to offer this well-received program in the summer months.
- Mignon & Kristie attended Performers Showcase @ SCLS on February 6, 2019 and were able to add new programs to their summer theme including *Nick the Balloonatic*, as well as *Casey's Laugh and Learn STEAM* programming.
- Youth Services department is working diligently to work with the North Fork Libraries to provide enhanced programming for the summer.
- *Owls & Hawks* a program put on by Evelyn Alexander of Wildlife Rescue received 75 attendees, and offered families a fun and educational program.
- Mignon completed a 4-week Spanish language course with Sonia Spar, supported by the Library, and will attend future offerings at the Library.

Youth Services – Family Place Library

- The Youth Services department was audited by the Family Place Library on Friday, March 1, 2019. The Family Place managers perform an occasional review to help with recertification, and to suggest ideas for programs, space development, and ways to continue to grow. Reportedly, Mignon is doing a great job in meeting patron needs, and adapting to space constraints as the program continues to grow.



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

- The Teen Department is hosting its first Collaborative Prom Dress Drive and Prom Showcase, in collaboration with the East End Libraries and the Town of Southold Youth Bureau. Each location will be collecting used dresses and accessories from March 1st – April 1st for a Showcase on April 6th & 7th. To promote the event, there are 6 raffles for hair, nails, and make up in the lobby for the donors.
- The Teen Department will be embarking on its first trip to St. Joseph's College to attend Authors Unlimited. This is an annual young adult book festival where teens have breakout sessions with some of their favorite young adult authors. Teens receive 5 hours of community service for

attending the event. The transportation of this event will be partially sponsored by the Friends of the Library.

- Also new to our programming lineup, this summer, a local photographer has been hired to meet with Tweens and Teens to host a photography club.

Staff Development & Training:

Employee Assistance Program (EAP) Meeting – *Becoming More Resilient and Adapting to Change*

On February 28, 2019, Dee Addonizio set up a staff development opportunity regarding change and resiliency. This training was open to participating libraries on the East End, along with our Library Staff and was very well attended. The presenter, Jacquelyn Schwicke, successfully engaged participants to discuss fears in work, changes in work, changes in life and their impact on the work environment, and in doing so suggested ways to develop personal resiliency in the different domains of life (physical, intellectual, social, emotional, and spiritual). Programs such as this allow staff an opportunity to reflect, grow and move forward; proving beneficial to individuals and to the library. We will continue to administer these programs throughout the year.

Sexual Harassment Training

All staff completed Sexual Harassment Training on or before March 1, 2019.

Sierra Training – Circulation

On Thursday, February 14, 2019, SCLS representatives visited our library to present a Sierra troubleshooting training to staff of the North Fork Libraries. All Circulation staff were required to attend, and all other staff were welcome. Sierra is the circulation system used throughout Suffolk County. The training reviewed best practices, procedures, and problemsolving steps to take when issues arise, including proper ways to make SCLS aware of issues. As a follow up, our Head of Circulation and Head of Technical Services will be administering training to circulation staff.

Staff Meetings

- In an attempt to promote collaborative thought, innovative ideas, and enhanced training, the Director initiated monthly department meetings with Youth and Adult Services, as well as quarterly meetings with the Circulation staff. The initial meetings allowed for an open forum of discussion, put the staff on the same page, and helped to clarify the goal of these meetings.
 - Youth Services are determined to reconfigure the space to allow for more interactive play, and heightened use of the available technology.
 - Adult Services took the opportunity to create a calendar for book displays, learn the procedure for Passport Services, and to discuss computer issues, concerns, and forward movement.