

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Meeting Minutes
Monday, April 15, 2019 @ 6:00 p.m.

Present: Trustees Wendy Reeve, Vice President; Sara Campbell, Treasurer; Donna Mayne, Shannon Simon, Rosemary Winters, Library Director.

Absent: Richard Jordan, President; Barbara Best, Secretary

1. **Call to Order** – As a quorum was present, the meeting was called to order by Vice President Wendy Reeve at 6:42 p.m.
2. **Adoption of the Agenda** – The Vice 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** – No public expression.
4. **Approval of the Minutes** – On behalf of the Secretary, the Vice President presented the minutes of the March 18, 2019 Board meeting for review and approval. A motion to accept the minutes was made by Shannon Simon. 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 – March 2019 report was reviewed and discussed by the Trustees. The Director pointed out the need to reach out to the school districts for revenue. In accordance with Robert’s Rules, no motion or second is required for approval of this report.
 - b. Multi-Fund Report – The report dated March 31, 2019 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 April 15, 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 March 8 and 22, 2019 was made by Donna Mayne. The motion was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for the payroll dated March 8, 2019 were \$33,371.37.
 - ii. Employer Taxes for the payroll dated March 8, 2019 were \$9,573.00.
 - iii. Gross Wages for the payroll dated March 22, 2019 were \$34,405.76.
 - iv. Employer Taxes for the payroll dated March 22, 2019 were \$9,906.55.
6. **Director’s Report** -- The Library Director presented her report which is attached as addendum. A motion to accept the Director’s Report dated April 15, 2019 and the attachments thereto was made by Wendy Reeve. The motion was unanimously approved.
7. **Committee Reports**
 - a. Investment Committee, Rosemary Winters reported on behalf of Richard Jordan
 - i. The Director met with Mark Bozuhoski of Peoples United Bank to determine the Library options and concluded removing the difference between the CD that secures the loan, and the loan itself, an approximate \$115,000 is most appropriate. Doing so will enable the Investment Committee to use this extra money in future investment. Under new business, the committee will ask for a Board motion to store this money in the BNB moneymarket until that future investment occurs.

- ii. The Committee met with Morgan Stanley, Fidelity, East End Financial and Bridge Financial Services, and determined that Morgan Stanley and Fidelity would best meet the needs of the Library, as they understand the need for liquidity, conservative investment, and non-profit organizations needs. At the May Board meeting, the Director will coordinate a presentation from both Fidelity and Morgan Stanley. The Committee expects to reach a consensus at the May meeting.
 - iii. After review the Committee feels approximately \$500,000 is available to invest.
- b. Nominating Committee, Shannon Simon, Donna Mayne – Two candidates have been identified for potential board membership. Interviews are targeted for May and the candidates will be invited to attend the May Trustee meeting.
- c. Policy Committee, Donna Mayne, Wendy Reeve, – The Policy Committee had nothing to report.
- d. Research & Development Committee, Barbara Best, Shannon Simon, Donna Mayne – The Director presented the R&D report.
 - i. The Lions’ Club Eye Glass Collection container was installed in front of the library, details will follow as to the frequency of collection, and where the glasses will go to.
 - ii. The Director presented a Glass Installation project to create an additional small meeting space for patrons, and library programs. This project will be installed by WB Mason. The Director will reach out to the Friends of the Library to seek support for this installment.
 - iii. The website development proposal was presented to the Board of Trustees for a complete recreation of the website on a new platform. The work will be completed by Engine Room Digital Marketing Ltd.

8. New Business

a. Program Chairs

The Director presented a quote from KI – Krueger International for the purchase of 30 nesting chairs and a dolly to be utilized for programming and events. The invoice also includes a charge for setup and delivery.

b. Temporary Glass Installation

The Director presented a quotation from WB Mason to create a temporary glass wall room in the library behind circulation. This installation will provide patrons and library staff with an additional program and meeting space. The Director will present this project to the Friends of the Library at the May meeting seeking support.

c. Website Redesign Proposal*

The proposal is included in the Board Packet. A motion to pay for the website redesign proposal to Engine Room Digital Marketing, Ltd. In two installments of \$2,250.00 (at start and completion), totaling \$4,500.00 from the Capital Fund was made by Sara Campbell. The motion was unanimously approved.

d. Equipment Removal

The Director presented the Board with a report of equipment for removal. A motion to approve the removal of equipment from the report dated April 15, 2019 was made by Wendy Reeve. The motion was unanimously approved.

e. Peoples United CD*

A motion was made to approve the removal of the difference between the loan and the CD that secures the loan at Peoples United Bank, equating approximately \$115,000.00, and move that money to the BNB money market where it will remain until future investment by Donna Mayne. The motion was unanimously approved.

9. Public Expression – There was no public expression

10. **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 7:45 p.m.

Respectfully submitted,
Shannon Simon, Trustee
Approved on: May 20, 2019

Next Trustee meeting: Monday, May 20, 2019 at 6:00 pm.
Upcoming Friends of the Library meeting: Monday, May 13, 2019 at 3:00 pm.

July 1, 2019 – June 30, 2020 Budget

A Budget Hearing took place on March 20, 2019. Three community members were in attendance. The Budget Vote was held on Tuesday, April 2, 2019 from 2-8pm. The Director is happy to report the budget passed 98-8. Correspondence from Mattituck Cutchogue School District is included in your Board packets. See below for details:

Cutchogue

Totals: YES – 76 NO - 8

New Suffolk

Totals: YES – 22 NO – 0

Total Votes YES – 98 NO – 8

Total number of voters = 106

Citizenship Course report from Darlene Brush, Head of Adult Services

The Library, in collaboration with CAST, offered a 12-week Citizenship Course (January 9-March 27). The teachers were 3 volunteers through CAST, a retired teacher, lawyer and business person. Of the 9 students who began the course, 5 received completion certificates. An immigration specialist will be coming to the Library in May to explain the Citizenship test requirements and application process. The Library supplied the study books, weekly refreshments, and a course completion pizza party. This course will be offered again in January 2020. Correspondence from the instructors to Darlene Brush is included in your Board Packets.



CHO – Chief Happiness Officer Bonnie Zellner

The Director appointed Bonnie Zellner to facilitate morale boosting events, where Library staff have the opportunity to enjoy one another's company outside of the normal day-to-day operation. The purpose is to facilitate relationship building, and plainly, to promote staff happiness.

Donations

- \$30.00 from Lydia Lajda in memory of Peter Todebush
- \$50.00 from Paula Shengold in memory of Arlene Marvin
- \$50.00 from Kenneth B. Zahler in memory of Arlene Marvin
- \$50.00 from Alice Hussie in memory of Arlene Marvin
- \$50.00 from Caitlin Hawke in memory of Peter Todebush
- \$50.00 from Elaine Citron in memory of Peter Todebush
- \$50.00 from George & Mary Vail in memory of Peter Todebush
- \$50.00 from Almira Farrell in memory of Peter Todebush
- \$50.00 from John & Ric Duell in memory of Peter Todebush
- \$60.00 from Amy & Richard Wester in memory of Arlene Marvin
- \$100.00 from Paul & Caroline Liberti in memory of Peter Todebush
- \$100.00 from Patricia Tennant in memory of Peter Todebush
- \$100.00 from Patsy Rogers & Lucille Goodman in memory of Arlene Marvin
- \$350.00 from Kristen Ryan on behalf of The Fabulous Ladies Athleta in memory of Peter Todebush
- \$500.00 from Bill Price designated for Family Place Library

Total: \$1,640.00

Friends of the Library Update

- The Friends of the Library sent out the Annual Membership Mailing in an effort to recruit new members. Attached to the letter for 2019 is a diagram to promote library programs and services.
- On April 8, the Friends of the Library met to discuss preliminary planning of the Annual Book Sale, and to lay out an annual schedule for events (fundraising and other).

Library Statistics

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

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

Library Trustees Association

The Director subscribed the Board of Trustees to the Library Trustees Association. The Board had previously been members of this professional organization, however, the membership lapsed a few years ago. This membership provides a monthly newsletter to trustees, raising awareness of trends, best practices, and more. Newsletters will be administered monthly to Trustee library mail slots.

Meetings Attended

- March 21, 2019 – Quarterly Directors Meeting @ Elwood Public Library
- March 27, 2019 – Public Library Directors Association Meeting @ SCLS
- March 27, 2019 – Directors Marketing & PR Meeting @ SCLS

Staff Meetings

- There was a full staff meeting held on Thursday, March 14, 2019 at 8:00am. Minutes from the meeting are included in your Board Packets.
- The Youth Services Department met on April 10, 2019 to discuss redesigning program formats and titles to entice new attendees.
- The Adult Services Department met on April 11, 2019 to discuss:
 - Local History upcoming walking tours of New Suffolk & Cutchogue run by Mariella Ostroski
 - Future opportunities through collaboration with outside organizations such as Harvest Pointe
 - Citizenship Course Updates
 - Opportunities for Marketing and Outreach

Strategic Plan

In an effort to better meet our community needs, the Children's Room will be installing magnetic shelf labels in both English & Spanish. These labels will include small images for non-readers. It is our intent to remove all barriers to access, and increase ease of use. These labels will be in place by the first week of May.

Technology

- On April 11, 2019 Fluid Imagery installed 5 staff computers, many of which were able to surpass the typical 5-year cycle through hard drive replacement, a wall-mounted television in the Directors office for collaborative meetings, a printer, and various maintenance was attended to.
- The 4 iPads in the Children's room were replaced, the older iPads will be reused as OPAC kiosks, as well as Census, Voter Registration, and other kiosk needs.

Programs & Services

Adult Services

On Saturday, March 23rd, the Library, in collaboration with Manhattan School of Music facilitated the Annual Spring Concert. The DeKa String Quartet performed several classical pieces including Beethoven, Bach and Mozart. The group introduced each piece before performing. There were approximately 150 patrons in attendance. Many of the concert attendees stayed for the meet-the-artists reception in the art gallery. The concert was sponsored by Carole Donlin. The wine at the reception was donated by Peter Carroll, owner of Lenz Vineyards. The Director wrote a thank you to both sponsors for their continued support. Dawn Manwaring worked tirelessly to ensure not only a successful concert, but a meaningful experience for patrons of all ages. *(See 3-minute clip of concert.)*

Passport Services

As of April 5, 2019, Passport Revenue is exceeding \$1,000.00 (from Feb. 11 – April 5), with continuous appointments being scheduled. For the month of March alone, staff administered 20 appointments. As a great service for patrons, and a great opportunity for the library, we are proud to offer passport services. *Kudos to Bonnie Zellner for managing the program!*

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

- Mignon Osmer & Kristie Korade attended Latino Family Night at Cutchogue East Elementary School on Wednesday, March 20, 2019. Unfortunately, no families were in attendance, but it served as an opportunity to network with the ENL teachers and administration at Cutchogue East, as well as Monica Schnee, the Director of CAST in Greenport; this networking is the continuation of program and service collaboration.
- **Splish Splash Tickets:**
The Library will be selling reduced price tickets to families:
 - 2 and under – Free
 - Adult - \$37.00
 - Children up to 48 inches & Seniors - \$30.00Regular Prices for comparison are as follows:
 - 2 and under – Free
 - Adult - \$45.99
 - Children up to 48 inches & Seniors - \$35.99

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

The 2019 Prom Dress Showcase brought in 70 visitors with 45 free dresses given out to teenagers for the upcoming prom. Prom dresses were free of charge. Leftover dresses were brought to the Southold Town Youth Bureau for one-on-one appointments; appointments are available until late May. This program was in collaboration with the Southold Town Youth Bureau and the North Fork Libraries, and will become an annual event.



New Business

Program Chairs

Included in your Board Packets is a proposal from KI – Krueger International for the purchase of 30 nesting chairs and a dolly to be utilized for programming and events. The invoice also includes a charge for setup and delivery. The chairs will be black in color with silver legs, and are a replica of the chairs currently owned by the library, also purchased through KI. Often during our larger programs, library staff borrow chairs from the fire department, the parish hall, and from home, which of course is not cost effective in the long run. Purchasing these chairs will resolve this issue, and simplify the process for an already inundated programming and services department.

Research & Development – Temporary Glass Installation *to be discussed under New Business*

The R&D Committee met on Thursday, April 11 to discuss the installation of temporary glass walls from the alcove behind the Circulation Desk to the rear wall. This installation would offer the library an additional meeting space, including an entrance through the Teen Room, as well as an emergency entrance through the Circulation Area. Included in your Board Packets is a proposal from WB Mason for the installation. The Director will be presenting this project to the Friends of the Library at the May meeting.

Research & Development – Website Redesign *to be discussed under New Business*

Included in your Board Packets is a proposal from Engine Room Digital Marketing Ltd. For \$4,500.00 to redesign the library website. Engine Room designed our current website on an Adobe platform. Due to Adobe terminating service, the plan is to redesign the website and move it to Word Press. The Director requests a Board Motion to pay Engine Room Digital Marketing for the library website redesign, to be paid from Capital in two installments, \$2,250.00 upon signing the contract as well as project completion.

Equipment Removal *to be discussed under New Business*

Included in your Board Packets is an equipment removal request dated April 15, 2019. The Director requests a motion to approve the removal of the equipment listed.

Peoples United CD *to be discussed under New Business*

The Director requests approval to move the difference between the Peoples United loan and the CD that secures the loan (an approximate \$115,000) and relocate that overflow money temporarily to the BNB Money Market at a rate of .50% for future investment use.

Directors Report Part 2

Research & Development – Lions Club Eyeglass Drop Installation

On Friday, April 12, Jay Brown from the Cutchogue Lions installed the Eyeglass Drop Box at the corner of Cases Lane and the Main Road. The collection box is a retired post office mail collection box for outgoing mail, and was generously painted by Rich's Auto Body in Cutchogue.

