

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Meeting Minutes
Monday, June 17, 2019 @ 6:00 p.m.

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

Trustee Nominee: Raquel Martinez Fonts

Absent: Shannon Simon

1. **Call to Order** – As a quorum was present, the meeting was called to order by President Richard Jordan at 6:07 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 May 20, 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. Treasurer’s Report – The report, dated May 2019, 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 – The report, dated May 31, 2019, was reviewed and discussed by the Trustees.
 - c. General Fund Warrant – After discussion and review of the disbursements for the past month, a motion to approve the General Warrants dated May 17, 2019 was made by Barbara Best. 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 May 3, May 17, and May 19, 2019 was made by Wendy Reeve. The motion was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for the payroll dated May 3, 2019 were \$33,886.26.
 - ii. Employer Taxes for the payroll dated May 3, 2019 were \$9,619.07.
 - iii. Gross Wages for the payroll dated May 17, 2019 were \$33,494.93.
 - iv. Employer Taxes for the payroll dated May 17, 2019 were \$9,488.80.
 - v. Gross Wages for the payroll dated May 31, 2019 were \$33,440.64.
 - vi. Employer Taxes for the payroll dated May 31, 2019 were \$9,452.38.
6. **Director’s Report** -- The Library Director presented her report which is attached as addendum. A motion to accept the Director’s Report dated June 17, 2019 and the attachments thereto was made by Donna Mayne. The motion was unanimously approved.
7. **Personnel Report** – There was no report this month.
8. **Committee Reports**
 - a. Investment Committee, Richard Jordan – See Investment Committee Report.
 - b. Nominating Committee, Shannon Simon, Donna Mayne – Raquel Martinez Fonts was introduced to the Trustees.
 - c. Policy Committee, Donna Mayne, Wendy Reeve – See Policy Committee Report in new business.
 - d. Research & Development Committee, Barbara Best, Shannon Simon, Donna Mayne – The Director discussed the glass installation in her report and was covered under Old Business.

9. **Old Business**

- a. Temporary Glass Installation – On, Thursday, June 6 the Director met with the design architects from WB Mason to finalize the measurements and details for the install. The Director distributed renderings to the Trustees prior to the meeting. From the point of final design approval, it will be 8-10 weeks of production, and at that point the installation will be scheduled.

10. **New Business**

- a. **Patron Conduct Policy***

A motion to amend the Patron Conduct Policy to include *“In support of New York State Law, smoking including e-cigarettes and vaping is prohibited in the building and on the Library grounds.”* was made by Donna Mayne. The motion passed unanimously.

- b. **Equipment Removal***

A motion to approve the removal of equipment from the report dated June 17, 2019 was made by Wendy. The motion was unanimously approved.

- c. **Election of the New Trustees***

A motion to elect Raquel Martinez Fonts and Shannon Simon as Trustees for a term of three years beginning at the July 15, 2019 board meeting was made by Donna Mayne. The motion carried unanimously.

- d. **Election of Officers**

A motion to elect Richard Jordan as President was made by Barbara Best. The motion passed unanimously. A motion to elect Allyson (Wendy) Reeve as Vice President was made by Donna Mayne. The motion passed unanimously. A motion to elect Sara Campbell as Treasurer was made by Richard Jordan. The motion passed unanimously. A motion to elect Barbara Best as Secretary was made by Wendy Reeve. The motion passed unanimously.

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

12. **Executive Session**

Wendy Reeve made a motion to enter executive session to discuss the Director’s contract. The motion passed unanimously at 7:25 pm. Barbara Best made a motion to exit executive session. The motion passed unanimously at 7:50.

13. **Director’s Contract** – Board President Richard Jordan presented details of the terms of the contract offered to Director Rosemary Winters, who subsequently accepted the proposed contract.

14. **Adjournment** – There being no further business to come before the Board, Wendy Reeve made a motion to adjourn the meeting. The motion was unanimously approved. The meeting was adjourned by the President at 8:09 p.m.

Respectfully submitted,
Barbara Best, Secretary
Approved on: July 15, 2019

Next Trustee meeting: Monday, July 15, 2019 at 6:00 pm. Board members will arrive at 5:30 to meet and greet the newly elected board member, Raquel Martinez Fonts.

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

Director's Report June 17, 2019

Donations

- \$50.00 from Dorothea Salzberg on behalf of the Cedarettes of Cutchogue
- \$200.00 from Dennis & Karen Gleason in memory of Peter Todebush

Friends of the Library Update

- The Friends of the Library met on June 10, to discuss the upcoming July 12, *Wind Down Friday* featuring a discussion by Rainer Gross and Alan Wexler, well-renowned artists with local studios, as well as a curated gallery show by Jonathan Weiskopf of VSOP projects in Greenport.
- The Friends further discussed the upcoming August 1, 2 & 3 Annual Book Sale, brainstorming about selling artists prints in addition to the book sale items.
- Roseann Burns, a long time Friend of the Library stepped down from the Friends Board. The Friends discussed a lunch to tribute the hard work put in and contributions made to the Library by Roseann. *Thank you to Roseann Burns for her devotion to our Library!*
- The Friends of the Library reimbursed the following amounts to the Library:
 - **\$600.00** for *Plymouth Rocket* online museum pass software
 - **\$4,211.00** for the additional Overdrive (eBook & eAudiobook) downloadable expenses
 - **\$300.00** for the bus trip costs for Teen Program Authors Unlimited
 - **\$160.00** for the Children's Museum of the East End Museum Pass
 - **\$600.00** for the Vanderbilt Planetarium Museum Pass
 - **\$36.00** reimbursement for a NYS Wine Permit for the *Wind Down Friday* on July 12, 2019
 - **\$639.50** for additional costs associated with English & Citizenship Course work coordinated by Darlene Brush
- *Thank you to the Friends for their generosity and support to Library Programs & Services!*

Library Statistics

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

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

Meetings Attended

- May 22, 2019 – Public Library Directors Association Quarterly Meeting @ SCLS
- June 5, 2019 – PALS Directors Meeting @ SCLS
- June 14, 2019 – Quarterly Directors Meeting @ East Islip Public Library

Trustee Program Save the Date

Included in your Board Packets is a Save the Date from SCLS for an October 29 Trustee Program featuring speaker, Nicol Turner-Lee, Ph. D. Fellow, of the Center for Technology Innovation Governance Studies – Brookings Institution. Ms. Turner-Lee will discuss innovation in technology in relationship to the library. More detailed information will follow.

Building

Locksmith

- Installed a keypad door knob on the juvenile staff closet to allow easier use for Staff.
- Installed a new universal hinge on the downstairs staff egress, as the door was not properly closing, causing issues for staff, and the Library alarm system.

Director's Report June 17, 2019

Technology

- The Director replaced 3 laptops available for in house library use with 2 refurbished Dell E7470 Windows 10 laptops. The purchase of a lesser amount was a direct reflection of rate of use and staff needs.
- The Juvenile Staff Printer was replaced to the upgraded HP LaserJet Pro M452dn.
- Two Children's iPads will be converted into OPAC searching kiosks for patrons. Appropriate stands have been purchased. This addition is expected to be complete prior to the start of summer reading (July 5).
- On June 12, the Director met with the design architects of the Library website. At this point the layout and design has been created, moving forward content will be added, paying particular attention to patron and staff needs, and ease of access.

Programs & Services

Kanopy Streaming

As of July 1, 2019, the Library will be providing video streaming through Kanopy, a company that partners with Libraries and Universities to provide over 30,000 films (5x more than the offering of Netflix) that resonate with people rather than just entertain. The ultimate goal being to inspire, challenge, and change perspectives. Kanopy is able to be streamed to patrons preferred devices with no fees and no commercials. The already diverse catalog has new titles added monthly, and has a newly launched kids page which is also dedicated to thoughtful entertainment, encouraging social and emotional development, respecting the community and inspiring creativity. To start, patrons will be set at a usage cap of 10 videos annually, which can be viewed several times during the "rental"; this figure can and will be readjusted as we are able to assess use rates. With Kanopy, patrons will never be put on hold for an item as there is unlimited access. Kanopy allows us to set an annual budget maximum to ensure no surprise overages. On top of all of these bonuses, Kanopy edits the interface for our patrons so that it is easy to use, they manage any issues, and they are very responsive to the needs of libraries. The world has already been streaming for many years, it is certainly past time to catch up to speed with patrons needs. We look forward to expanding our services, and heightening our video offerings with the use of Kanopy.

Southold Historical Society Museum Pass

The Library is now offering a family pass to the Southold Historical Society Museum which offers free admission for families to the Nautical Museum at Hortons Point Lighthouse, and the Maple Lane Museum Complex in Southold. The pass also offers 10% off to passholders at the museum gift shop.

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

- Dark Brahma baby chicks were at the Library for the month of May, and were regularly visited by patrons of all ages. The chicks were adopted by Alee, the manager of Sang Lee Farms.
- Mignon Osmer attended the Special Education Parent Teachers Association (SEPTA) at Cutchogue East Elementary School to discuss arranging for students grades K-3 & 4-6 to visit the library as a fall field trip; this service is in the initial planning phases.
- Mignon Osmer also attended the Author Discussion at the Cutchogue East Elementary School by Ann Braden, about her book *The Benefits of being an Octopus*.
- On Friday, June 7, Mignon Osmer, Kristie Korade, and Bonnie Zellner dressed up in Library summer reading theme, and presented at the Cutchogue East Elementary School to raise awareness, create enthusiasm, and recruit new library users for our Summer Reading Program. Darren Sardelli of *Laugh-A-Lot Poetry* presented to the students creating poems and rap songs with "space" words given to him by the audience.
- On Tuesday, June 11, Mignon Osmer and Children's Librarians from the North Fork visited Head Start to offer on the spot library registration to the parents as they pick up their children; Mignon was able to sign up 5 families for Cutchogue Library cards. As a great form of outreach, we plan to take advantage of these opportunities as they arise.
- Summer Reading kicks off on Friday, July 5, 2019, be sure to sign up!

Director's Report June 17, 2019

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

- Last summer Teen Services saw a 20% increase in signups for summer reading. This summer the Teen Department will continue to offer sign up gifts and raffle basket prizes with the support of local businesses to help continue to foster the growth of the program for this age group.
- Tweens on the Road programming will be offered to broaden Teens & Tweens awareness of the community they live in. This includes learning the process of doughnut making at the *NOFO Doughnut Company* in Mattituck; rocket making and launching at *The Custer Institute* in Southold; and discussing favorite books at *Scoops & Grinds* in Cutchogue.
- In support of our local students, we are offering Regents Review Classes in conjunction with Mattituck-Laurel Library and Southold Free Library. Collaborating allows us to offer review for 7 regents exams.
- The Teen Department will once again participate in the county-wide annual *Battle of the Books* competition at Stony Brook University on August 10th. The team is hoping to reach the finals for the third time in a row!
- This summer, the Teen Department is offering a variety of programs in sciences, technology, engineering and arts; everything from coding interactive space games, engineering satellites with gumdrops and toothpicks, exploring the international space station using *Google Expedition* goggles, dry-ice experiments, living plant design with terrariums, photography class, problem solving with *Escape the Library*, Tween Tuesday crafts and games, cooking the cosmos, community service programs for our homebound patrons and local animal shelter and more.

Adult Services

The Director & Librarian, Dawn Manwaring met with local Artist, Anne Sherwood Pundyk, who generously allowed the Library to print her artwork on our Staff Summer Reading T-Shirts with the theme *A Universe of Stories*. The t-shirt press was borrowed from SCLS, enabling the cost of the t-shirts to be driven down to \$3.00 per shirt. *Many thanks to Anne for her collaboration with the Library!*

Old Business

Temporary Glass Wall Installation

On, Thursday, June 6 the Director met with the design architects from WB Mason to finalize the measurements and details for the install. Finalized renderings are included in your Board Packets. Discussion was had about adding frosting and decals, it was decided to wait until after the install. From the point of final design approval, it will be 8-10 weeks of production, and at that point we will schedule the installation.

New Business

Equipment Removal Request

Under New Business the Director requests the removal of 3 laptops as listed in the attached Equipment Removal Request dated June 17, 2019.

Patron Conduct Policy

Under New Business the Director requests the approval of the amended Patron Conduct Policy to include the following: *In support of New York State Law, smoking including e-cigarettes and vaping is prohibited in the building and on the Library grounds.*