

**CUTCHOGUE NEW SUFFOLK FREE LIBRARY**  
**Board of Trustees, Meeting Minutes**  
**Monday, December 16 2019 @ 6:00 p.m.**

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

**Absent:** Barbara Best, Secretary (proxy attached); Donna Mayne, Raquel Martinez-Fonts.

1. **Call to order** - As a quorum was present, the meeting was called to order by Richard Jordan, President at 6:01 pm.
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 minutes of the November 18, 2019 were reviewed and approved. As there were no additions or corrections, Wendy Reeve made a motion to approve the minutes. The minutes were approved unanimously.
5. **Financial Reports** – The Library Director presented the financial reports for discussion. Questions from the Trustees were entertained and answered by the Director and the Treasurer.
  - a. General Fund Treasurer’s Report – The Director reviewed the Treasurer’s Report dated November 2019.
  - b. Multi-Fund Report – The Director presented the Multi-Fund Report dated November 31, 2019.
  - c. General Warrant – After discussion and review of the disbursements for the past month, a motion to approve the General Fund Warrant dated December 16, 2019 was made by Sara Campbell. The motion was unanimously approved.
  - d. Capital Warrant – The Capital Warrant dated December 16, 2019 was reviewed and a motion to approve was made by Richard Jordan. The motion was unanimously approved.
  - e. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated November 1, 2019, November 15, 2019 and November 29, 2019 was made by Wendy Reeve. The motion was unanimously approved. The payrolls specifically approved were:
    - i. Gross Wages for the payroll dated November 1, 2019 were \$32,930.71.
    - ii. Employer Taxes for November 1, 2019 were \$9,599.76.
    - iii. Gross Wages for November 15, 2019 were \$35,063.49.
    - iv. Employer Taxes for November 15, 2019 were \$9,902.49.
    - v. Wages for November 29, 2019 were \$35,225.31.
    - vi. Employer Taxes for November 29, 2019 were \$10,270.46.
6. **Director’s Report** -- The Library Director presented her report. A motion to accept the Director’s report dated December 16, 2019 and the attachments thereto was made by Sara Campbell. The motion was unanimously approved.
7. **Committee Reports** (Note: Committees inactive during the month are shown in *italics*.)
  - a. *Investment Committee, Richard Jordan, Wendy Reeve*
  - b. Nominating Committee, Shannon Simon, Donna Mayne

- i. The Nominating Chair, Shannon Simon, presented a one-page Trustee Recruitment Process to the Board. This write up was designed to outline the role of the Nominating Committee and their duties.
- c. Policy Committee, Donna Mayne, Wendy Reeve
  - i. The Policy Committee presented a Workplace Violence Prevention Policy to adopt and the Medical Insurance Opt-Out Policy to amend. Both were discussed under New Business.
- d. *Research & Development Committee, Barbara Best, Shannon Simon, Donna Mayne*
- e. *Building & Grounds Committee, Sara Campbell, Raquel Martinez-Fonts*

#### **8. Old Business**

- a. Fine Free 2020 Discussion — A motion to approve to go Fine Free except for special items for July 1, 2020 was made by Shannon Simon. The motion was unanimously approved.

#### **9. New Business**

- a. Equipment Removal - A motion to approve the removal of equipment from the report dated December 16, 2019 was made by Wendy Reeve. The motion was unanimously approved.
- b. Workplace Violence Prevention Policy. The policy was discussed and a motion to adopt the Workplace Violence Prevention Policy to the Employee Handbook was made by Shannon Simon. The motion was unanimously approved.
- c. Medical Insurance Opt-Out Policy - After discussion, a motion to amend the Medical Insurance Opt-out Policy was made by Sara Campbell to include amendments put forth by the Policy Committee 1) increasing the stipend to \$5000 for both individual and family plan, and 2) the amount of the stipend to be reviewed annually. The motion was unanimously approved.
- d. Richard Jordan brought up for discussion an end of the year bonus for the staff. After discussion he made the motion to approve a one-time 2019 year-end bonus for regular employees past their probation period to be equal to 20% of their regular weekly earnings. The motion was unanimously approved.

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

11. **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 7:42 p.m.

Respectfully submitted,  
Allyson Reeve on behalf of Barbara Best, Secretary  
Approved on: January 27, 2020

**Next Trustee meeting: Monday, January 27, 2020 at 6:00 pm.**  
**Upcoming Friends of the Library meeting: Monday, January 13, 2020 at 3:00 pm.**

### Director's Report December 16, 2019

#### Donations

- \$100.00 from Mr. Dennis Deerkoski in support of Staff Development Day
- \$250.00 from the Albert Payson Terhune Foundation, Ann Gilbride McCarthy Grant
- **Homemade Mittens** from Ms. Miriam Reichert for the Annual Giving Tree
- **Homemade Scarves** from Ms. Florence Shilling for the Annual Giving Tree
- **Holiday Tree & Wreath** from Mr. & Mrs. Jim & Ellen Riley as raffle items in support of the Friends

#### Library Statistics

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

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

#### Meetings Attended

- November 27, 2019 – Public Library Directors Association Quarterly Meeting @ SCLS
- December 4, 2019 – PALS Directors Meeting @ SCLS
- December 5, 2019 – CATS/TIF *Libraries Discovering What's Possible in Modern World* @ SCLS
- December 11, 2019 – Cybersecurity Webinar via Cisco Webex
- December 13, 2019 – Monthly Directors Zone Meeting @ Mattituck-Laurel Library

#### Friends of the Library

- The 2<sup>nd</sup> Annual Jewelry Sale was held on Saturday, November 30 & Sunday, December 1. The total profit is \$3,178.75 for the 2-day sale, including raffle revenue. The Friends ran the sale on the weekend of Black Friday to assess its impact on profits; the date did not impact the revenue. The profit was comparable with last year's intake. Thank you to the Friends for another successful fundraising effort!
- Included in your Board Packet is the approved request for budget support from the Friends of the Library; the Director will review.

#### Building & Grounds

- Friday, November 30, completion of re-staining Southeast front of building by Roses Painting;
- November Fall Clean Up by Conni Cross;
- November Holiday Décor by Conni Cross in recognition of Holiday Season;
- Sunday, December 1, gutters cleaned by Tyler Reeve;
- Monday, December 9, addition of 8x11 learning rug in Children's Room.

#### Technology

- Friday, November 8, addition of outlets, phone and CAT 5 cables to front wall of Lobby by Paul Burns Electric;
- Resulting in movement of Copy/Scan/Fax Center to the front wall of the lobby;
- Friday, December 6, installation of wall-mounted television, wireless transmitter/receiver, and mini-computer in the "new room" for presentations and group work. Work completed by Fluid Imagery.

#### Staff Reports & Training

##### Adult Services Department Monthly Meeting

The Adult Services Department held their monthly meeting on Thursday, December 5. Items discussed were projects for an upcoming intern, the addition of presentation equipment to the new room, the upcoming Staff Development Day on December 12, historical programming coordinated by Mariella Ostroski, upcoming winter programs, Christmas & Holiday items available for circulation for season, the upcoming Seed Library run by Darlene Brush, and the upcoming Music & Memory program run by Seth Bank.

## Director's Report December 16, 2019

### **Youth Services Department – Report by Youth Services Department Head, Mignon Osmer**

- The first Homeschool event *Wigwam Study* in collaboration with the North Fork Library was successful, there will be one program offered monthly;
- Parent Play Sessions offered information on baby sign language, and music development; and,
- New E-Books from Sesame Street were used for story telling at the Library *Suds & Stories* program, as well as Head Start Library visits.

### **Teen & Tween Services – Report by Teen Librarian, Kristie Korade**

On November 20, the Mattituck High School hosted a Community Service Outreach Fair in order to provide resources to help students meet the needs of their Service Learning Enhancement Program. Several local organizations, including the Mattituck and Cutchogue libraries were invited to make students in grades 7-12 aware of opportunities for community service. We met with close to 600 students to share current winter programs we offer as well as opportunities they can complete at home. This winter the Teen Department is offering: Cards & Cookies for the Homeless 12/13, Tot Drive-In Movie Box Car Kits 2/1, and Animal Action: T-shirt & Crinkle Sock Toys 2/27.

### **Staff Holiday Party**

The Annual Staff Holiday Party was held on Sunday, December 8 at aMano Restaurant in Mattituck. The food, service, and atmosphere made for an excellent time. *Thank you to the Friends of the Library for their continued support of our Holiday Party!*

### **Staff Development Day**

The Annual Staff Development Day was held on Thursday, December 12, from 9:00am-5:00pm. This year staff attended Civility in the Workplace & The Power of Optimism seminars from the Employee Assistance Program through BOCES; A/V Technology Tutorial from the Director; Bleed Control Training from Stony Brook Paramedic Colby Rowe; Fire Safety & Fire Drill from Safety Manager, Peg Kaelin; and a Youth Services program from Mignon Osmer & Kristie Korade. Staff Development Day provides an opportunity for learning, training, and developing together as a staff. Thank you to the Board of Trustees for the continued support.

### *Old Business*

#### **Fine Free 2020 Discussion**

Under *Old Business* as follow up from the November meeting, the Director will discuss going Fine Free for the 2020-2021 Budget Year and answer any questions.

### *New Business*

#### **Equipment Removal\***

Under *New Business* the Director requests Board approval to remove computer equipment listed on the *December 2019 Removal Request* document included in your Board Packets.

#### **Workplace Violence Prevention Policy\***

Under *New Business* the Director requests the Board adopt the *Workplace Violence Prevention Policy* into the Employee Handbook. The *Workplace Violence Prevention Policy* is included in your Board Packets.

#### **Medical Insurance Opt-Out Policy\***

Under *New Business* the Director requests the Board amend the *Medical Insurance Opt-Out Policy* to include updates put forth by the Policy Committee. The *Medical Insurance Opt-Out Policy* and associated support documents are included in your Board Packets.