

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Meeting Minutes
Monday, December 21, 2020 @ 6:00 p.m.

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

Meeting Format: Zoom

1. **Call to Order** – As a quorum was present, the meeting was called to order by the President at 6:03 p.m.
2. **Adoption of the Agenda** – The President presented 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 November 16, 2020 board meeting for review and approval. As there were no additions or corrections, Shannon Simon 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.
 1. General Fund Treasurer’s Report – This report, dated December 21, 2020, was reviewed and discussed by the Trustees.
 2. Multi-Fund Report – This report, dated December 21, 2020, was reviewed and discussed by the Trustees.
 3. General Fund Warrant – After discussion and review of the disbursements for the past month, a motion to approve the General Warrant dated December 21, 2020 was made by Wendy Reeve. The motion was unanimously approved.
 4. Capital Fund Warrant – The Director submitted a report dated December 21, 2020 showing the capital expenses incurred. Richard Jordan made a motion to accept the Capital Warrant dated December 21, 2020. The motion passed unanimously.
 5. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated November 13, 2020 and November 27, 2020 was made by Richard Jordan. The motion was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for the payroll dated November 13, 2020 were \$34,395.37.
 - ii. Employer Taxes for the payroll dated November 27, 2020 were \$9,878.23.
 - iii. Gross Wages for the payroll dated November 13, 2020 were \$33,736.68.
 - iv. Employer Taxes for the payroll dated November 27, 2020 were \$9,742.13.

6. **Director's Report** -- The Library Director presented her report which is provided as an addendum. A motion to accept the Director's report dated December 21, 2020 and the attachments thereto was made by Donna Mayne. The motion was unanimously approved.
7. **Personnel Report** – The Director presented the Personnel Report. A motion to accept the report was made by Shannon Simon. The motion passed unanimously.
8. **Committee Reports** – Committees listed below in *italics* are inactive.
 - a. Investment Committee, Richard Jordan, Wendy Reeve: Richard Jordan reviewed the Investment Committee report dated December 21, 2020, regarding the Annual Fiduciary Review for 2020.
 - b. Building and Grounds Committee, Sara Campbell: The Director reviewed the Building and Grounds report dated December 21, 2020. The report provided status on the mold remediation and related reconstructions, Security Camera Installation, Food Exchange Box and Upcoming Projects.
 - c. Nominating Committee, Shannon Simon, Donna Mayne
 - d. Policy Committee, Donna Mayne
 - e. Research & Development Committee, Barbara Best, Shannon Simon, Donna Mayne
9. **New Business**
 - a. 2021-2022 Annual Budget Draft: The Director reviewed the draft of the 2021-2022 budget.
 - b. Mold Hygienist Final Clearing – Payment from Capital: A motion to approve payment from the Capital Fund to Insight Environmental, for the Mold Hygienist Final Clearance, amounting to \$1,570.00 was made by Barbara Best. The motion passed unanimously.
 - c. Proclamation for Dee Addonizio: A motion to approve the Proclamation for Dee Addonizio recognizing her upcoming retirement after 36+ years of service was made by Shannon Simon. The motion passed unanimously.
10. **Public Expression** – There was no public expression.
11. **Executive Session** – A motion was made by Barbara Best at 7:04 to discuss a patron matter. The motion passed unanimously. At 7:06 was made by Barbara Best to exit the Executive Session. The motion passed unanimously.
12. **Adjournment** – There being no further business to come before the Board, Richard Jordan made a motion at 7:06 p.m. to adjourn the meeting. The motion was unanimously approved. The meeting was adjourned by the President at 7:06 p.m.

Respectfully submitted,
Barbara Best, Secretary
Approved on: January 25, 2021

Next Trustee meeting: Monday, January 25, 2021 at 6:00 pm.
Upcoming Friends of the Library meeting: Monday, January 11, 2021 at 3:00 pm.

Director's Report December 21, 2020

Donations

- \$50.00 donation from Jane Stevens
- \$10.66 from Amazon Smile
- Handmade Hats, Scarves & Mittens from Florence Shilling & Miriam Reichert

Meetings Attended

- Nov. 18 - Public Library Director's Association Meeting via Zoom
- Nov. 20 - East End Zone Meeting via Zoom
- Dec. 2 - Northwest Fiduciary Review via Conference Call
- Dec. 10 - Employee Assistance Program Mindfulness Workshop via Zoom
- Dec. 21 - Director's Meeting (SCLS) via Conference Call

Friends of the Library

- Registry Fundraiser - raised approximately \$5,000.00 up to this point
- Christmas Present Wrapping Boxes - for sale in Lobby for \$1.00 per package
- Discussion of future fundraising opportunities, including a Brick "Heroes" Walkway, Weekend Sale Series for Spring, and the Annual Membership Mailing

Statistics

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

- Circulation Statistics for July 2020-November 2020
- Circulation Statistics for July 2019-June 2020 (for comparison purposes)
- Program & Meeting Room Statistics for 2019-2021

Library Food Pantry Update

The "Tuesday Crew" installed the pantry on December 1. The community has generously stocked the pantry. Darlene Brush has been underway on extensive marketing of the pantry. *Thank you to the Friends of the Library and the "Tuesday Crew" for their generosity in support of the Food Pantry project!*

Utica Mutual Insurance - Workplace Safety & Loss Prevention Program Compliance

In July 2019 the Library was evaluated after recent Workers Compensation claims, requiring many safety implementations. At that time, all recommendations were completed with exception of the installation of Security Cameras. As of November 2020, the Library is in full compliance. Included in your Board Packet is a letter from *Utica Mutual Insurance Company* notating our completion of the recommendations.

Piano Donation Update

The piano will be delivered on December 30 supported by Carole Donlin. Ms. Donlin is also purchasing a quilted, embroidered *Steinway* piano cover to protect the piano while not in use. Included in your Board Reports is a copy of the piano appraisal, the expense of which was also covered by Ms. Donlin. *Thank you to Ms. Donlin for her continued generosity!*

Staff Reports

Staff Development Day Program - Mindful Living in a Stressed Out World

Though Covid-19 caused the cancellation of the Library's Annual Staff Development Day, we were still able to hold one virtual program via Zoom on December 10 at 10:30am. Mary Ellen Romano of the Employee Assistance Program through Eastern Suffolk Boces presented to the Library Staff on mindfulness and the importance it plays on our work life, and personal life. The theory being that mindfulness allows for a more productive, present, and happy life with clarity and purpose. Given the Covid-19 pandemic, this program could not have come at a better time. Staff felt it served as a reset during uncertain times.

Director's Report December 21, 2020

Youth Services Report – *Head of Youth Services, Mignon Osmer*

- Despite Covid-19, there has been a steady increase in the number of attendees for in-person story times and programs. Parents, children and teens are very grateful to be able to attend.
- *Take & Make* kits are continuing with high numbers; we are fortunate enough to have started providing kits to Mattituck High School Students via June Hamilton.
- December programming will insight new Holiday traditions and carry out old ones.
 - New: Family Caroling in the community, Virtual Holiday Stories with Mrs. Claus and her Elves, Drive-By Frosty Party
 - Traditional: Gingerbread House Creation for Families, now in a *Take & Make* format

NEW BUSINESS

2021-2022 Annual Budget Draft

Under *New Business*, the Director will review the 2021-2022 Annual Budget Draft and answer any questions. The final budget will be presented at the January Board Meeting.

Mold Hygienist Final Clearance – Payment from Capital*

Under *New Business*, the Director requests approval of \$1,570.00 to Insight Environmental for the Final Mold Assessment Clearance Report.

Proclamation for Dee Addonizio*

Under *New Business*, the Director requests approval of the Proclamation for Dee Addonizio recognizing her 36 plus years of dedicated library service, and her upcoming retirement.