

**CUTCHOQUE NEW SUFFOLK FREE LIBRARY**  
**Board of Trustees, Meeting Minutes**  
**Monday, January 25, 2021 @ 6:00 p.m.**

**Present:** Trustees Richard Jordan, President; Wendy Reeve, Vice President; Sara Campbell, Treasurer; Barbara Best, Secretary; Raquel Martinez-Fonts; Donna Mayne; 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 6:02 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 December 21, 2020 board meeting for review and approval. As there were no additions or corrections, Donna Mayne 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. Treasurer’s Report – This report, dated January 25, 2021, was reviewed and discussed by the Trustees.
  2. Multi-Fund Report – This report, dated January 25, 2021, 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 January 25, 2021 was made by Raquel Martinez-Fonts. The motion was unanimously approved.
  4. Capital Fund Warrant – There was no Capital Fund Warrant.
  5. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated December 11, 2020 and December 24, 2020 was made by Shannon Simon. The motion was unanimously approved. The payrolls specifically approved were:
    - i. Gross Wages for the payroll dated December 11, 2020 were \$33,415.82.
    - ii. Employer Taxes for the payroll dated December 11, 2020 were \$9,655.72.
    - iii. Gross Wages for the payroll dated December 24, 2020 were \$33,547.12.
    - iv. Employer Taxes for the payroll dated December 24, 2020 were \$9,641.48.

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 January 25, 2021 and the attachments thereto was made by Donna Mayne. The motion was unanimously approved.
7. **Committee Reports** – Committees listed below in *italics* are inactive.
  - a. *Investment Committee, Richard Jordan, Wendy Reeve*
  - b. *Building and Grounds Committee, Sara Campbell:*
  - c. *Nominating Committee, Shannon Simon, Donna Mayne:* Shannon Simon presented the Nominating Committee report citing several options under consideration for fulfilling an upcoming vacancy on the CNSFL Board of Trustees.
  - d. *Policy Committee, Donna Mayne: Refer to Security Camera Policy under New Business*
  - e. *Research & Development Committee, Barbara Best, Shannon Simon, Donna Mayne*
8. **New Business**
  - a. 2021-2022 Annual Budget, Vote and Hearing Dates: A motion to approve the annual budget, vote date of April 6, 2021 from 2-8 pm, and hearing date of March 25, 2021 at 6 pm, was made by Richard Jordan. The motion passed unanimously.
  - b. Opening Motions: A motion to approve the opening motions was made by Richard Jordan. The motion passed unanimously.
  - c. Security Camera Policy: A motion to approve the Security Camera Policy was made by Raquel Martinez-Fonts. The motion passed unanimously.
  - d. Deposit \$18,127.56 (Julius F. Jezek Trust distribution) to BNB Capital Account: A motion to approve the deposit of the Julius F. Jezek Trust distribution to the BNB Capital Account was made by Richard Jordan. The motion passed unanimously.
  - e. Cancellation of February 2021 CNSFL Trustee Meeting: A motion to cancel the February CNSFL Trustee Meeting was made by Barbara Best. The motion passed unanimously.
9. **Public Expression** – There was no public expression.
10. **Executive Session** – A motion was made by Raquel Fonts-Martinez at 7:27 to discuss personnel matter. The motion passed unanimously. At 7:48 was made by Barbara Best to exit the Executive Session. The motion passed unanimously.
11. **Adjournment** – There being no further business to come before the Board, Shannon Simon made a motion at 7:49 p.m. to adjourn the meeting. The motion was unanimously approved. The meeting was adjourned by the Vice President at 7:49 p.m.

Respectfully submitted,  
Barbara Best, Secretary  
Approved on: March 15, 2021

**Next Trustee meeting: Monday, March 15, 2021 at 6:00 pm.**  
**Upcoming Friends of the Library meeting: Monday, February 8, 2021 at 3:00 pm.**

The mission of the Cutchoque New Suffolk Free Library is to promote lifelong learning through the acquisition, organization and preservation of information, and through offering services in an environment that will support the community's educational, cultural, recreational, and professional interests.

## Director's Report January 25, 2021

### Donations

- \$18,127.56 final distribution from the Julius F. Jezek Revocable Trust
  - First distribution \$15,000.00 received February 13, 2020
  - Final distribution \$18,127.56 received December 22, 2020
  - Total: \$33,127.56
- \$1000 from Ms. Jessica Hoffman Brennan
- \$500 from Ms. Trina Waldron Charitable Fund
- \$300 from Ms. Ann Gilbride McCarthy of the Albert Payson Terhune Foundation
- \$200 from Ms. Kelly Collamore
- \$200 from Mr. John H. Deasy in honor of Walter Shibley
- \$100 from Mr. & Mrs. Sue & David Commender
- \$50 from Ms. Caroline Riley
- \$25 from Ms. Amy Brill
- Christmas Outdoor Décor donated by Conni Cross

### Meetings Attended

- Jan. 6 - PALS Meeting via *Phone Call*
- Jan. 12 - Libraries Nourish Training - Mental Health Resources in Suffolk via *GoToMeeting*
- Jan. 12 - Director's Meeting (SCLS) via *Conference Call*
- Jan. 13 - Stony Brook University - Library Findings on Health Resources via *Phone Call*
- Jan. 21 - Libraries Nourish Training - Public Library Community Partnerships via *GoToMeeting*
- Jan. 22 - Director's East End Libraries Zone Meeting via *Zoom*

### Friends of the Library

- Upcoming Spring Fundraising:
  - Baubles & Books on the Bricks, Saturdays, 10:30am-2:30pm - Weather permitting
    - April 10: Book Sale
    - April 22: Jewelry Sale
    - May 8: Jewelry Sale
    - May 22: Book Sale
- Bookmarks are being created for new card holders to raise awareness of Friends group (in English and Spanish)

### Statistics

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

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

### Covid-19 Vaccination Information

Library Staff (Professional and Paraprofessional) are eligible to sign up for vaccinations as a part of group 1b. All information can be found at <https://covid19vaccine.health.ny.gov/>. Several staff members have opted to schedule vaccination appointments at this time, and secured slots in April. For those scheduling appointments at this time, the appointments can be as far away as Brooklyn, which requires two trips to the location. Other staff interested in receiving the vaccination are awaiting the time that they can go to their local doctor for the vaccination. This opportunity has provided many staff members with positivity in looking towards the future.

### Outreach - E-Blasts

As of January 2021, the number of patrons signed up to receive communication via emailed e-blasts regarding library programs and services increased from approximately 300 to 1700. This increase is due to the inclusion of all patrons with an email address attached to their Library card, rather than by sign up only. This change is in direct response to the impact of Covid-19; we want to ensure dissemination of information to as wide a reach of our patrons as is possible. Patrons who do not receive e-blast marketing have the option to sign up at any time. Similarly, patrons have the option to unsubscribe from e-blasts.

## Director's Report January 25, 2021

### Trustee Training – Tuesday, Feb. 16 & Thursday, Feb. 18 @ 5:00pm

SCLS will be holding an online Trustee Workshop specifically for East End Trustees on Tuesday, February 16 & Thursday, February 18, both sessions at 5:00pm. Each session is approximately one hour and attendees should plan to attend both sessions for the full curriculum. The training is intended for new library trustees and/or trustees who have yet to have an opportunity to attend basic trustee training sessions. Training will encompass the basics of being a public library trustee, and the information will be geared specifically to Association Library Trustees. Further, the training will cover library missions, governance, trustee roles, and responsibilities, key legal concepts, fiscal oversight, and open meetings law. Registration is required. The Director will send out an email following the Board Meeting for those interested in signing up, and will attend to registration.

### Staff Meetings & Reports

#### Annual Staff Evaluations

All Staff Annual Evaluations complete as of January 2021. Staff were innovative, and instrumental in the continuation of Library Services despite a very challenging time.

#### Adult Services Department Monthly Meeting

The Adult Services Department met on January 14 via Zoom, to discuss:

- Covid-19 vaccination information, summer programming, enhancement to total number of patrons reached via e-blast marketing, Library of Things, digitizing patron surveys, Wi-Fi-printing, sanitizing, featuring local based YouTube content on local history section of website, along with creation of content, piano, general adult programming, and passports.

#### Youth Services Department Meeting

The Youth Services Department met on January 13 via Zoom, to discuss:

- Covid-19 vaccination information, summer programming, enhancement to total number of patrons reached via e-blast marketing, children's programming, outdoor programming, teen display plans, teen furniture for item display, teen tutors, Library of Things, bookmarks in teen room as readers advisory tool, and digital surveys.

#### Sexual Harassment Training & Workplace Violence Training

All Staff have completed required Annual Sexual Harassment Training, and Workplace Violence Training. Both trainings were conducted through an online training platform via KnowBe4. In addition to trainings, staff were required to read associated Library Policies.

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

- This December was different in many ways – offering Gingerbread Take & Make Kits, Family Outdoor Caroling, Virtual Holiday Stories, and Take & Make Kits for Mattituck High School Students. Under the circumstances, the "new normal" is going well.
- Summer 2021 planning is underway – we are collaborating with East End Libraries, and forging new innovative ideas on how to program despite the current pandemic.
- Professional Development – attended the *Family Place Zoom Session Distinguished Speakers* program in December, and learned about how many libraries across the country are dealing with the pandemic and the creative ideas Librarians have implemented.
- Spring 2021 - we are planning many outdoor programs, making full use of the Village Green, and other outside library spaces. Programs include a Pet Parade, Outdoor Tea Party, and more.

### NEW BUSINESS

#### 2021-2022 Annual Budget & Budget Vote Date & Budget Hearing Date\*

Under *New Business*, the Director Requests approval of the Final Proposed Budget for July 1, 2021 – June 30, 2022, the Budget Vote date of Tuesday, April 6 from 2:00-8:00pm, and the Budget Hearing date of Thursday, March 25 at 6:00pm.

## **Director's Report January 25, 2021**

### **Opening Motions\***

Under *New Business*, the Director requests a motion to approve the Opening Motions Resolution of the Cutchogue New Suffolk Free Library. The document is included in your Board Packets.

### **Security Camera Policy\***

Under *New Business*, the Director requests a motion to adopt the Security Camera Policy to the Library Operations Handbook.

### **Deposit \$18,127.56 (Julius F. Jezek Trust distribution) to BNB Capital Account\***

Under *New Business*, the Director requests a motion to approve the transfer of \$18,127.56 from the Julius F. Jezek Trust distribution to the BNB Capital Account.

### **Cancellation of February 2021 Meeting\***

Under *New Business*, the Director requests a motion to cancel the February 2021 meeting. The next meeting will be held on March 15, 2021 tentatively via Zoom.