

CUTCHOQUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Meeting Minutes
Monday, April 19, 2021 @ 6:00 p.m.

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

Absent: Raquel Martinez-Fonts – Proxy attached as addendum

Meeting Format: Zoom

1. **Call to Order** – As a quorum was present, the meeting was called to order by the President at 6:10 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 Shannon Simon. 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 March 19, 2021 board meeting for review and approval. After a typo was corrected, Wendy Reeve made a motion to approve the minutes as amended. 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. Treasurer’s Report – The March 2021 Treasurer’s Report was reviewed and discussed by the Trustees.
 - b. Multi-Fund Report – The March 2021 Multi-Fund Report 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 Warrant dated April 19, 2021 was made by Wendy Reeve. The motion was unanimously approved.
 - d. Capital Fund Warrant – There was no Capital Fund Warrant.
 - e. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the 2021 pay periods dated March 5 and March 19 was made by Barbara Best. The motion was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for the payroll dated March 5, 2021 were \$31,514.29.
 - ii. Employer Taxes for the payroll dated March 5, 2021 were \$9,047.55.
 - iii. Gross Wages for the payroll dated March 19, 2021 were \$31,651.68.
 - iv. Employer Taxes for the payroll dated March 19, 2021 were \$9,090.15.

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 April 19, 2021 and the attachments thereto was made by Richard Jordan. 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, Raquel Martinez-Fonts: Local History furnishings are being updated by A.R. Kropp with 3 tables, and 12 chairs. The gallery was painted by Roses Painting and supported by the Friends of the Library.*
 - c. *Nominating Committee, Shannon Simon, Donna Mayne: Shannon Simon provided a status of recent interviews and recommendations.*
 - d. *Policy Committee, Donna Mayne*
 - e. *Research & Development Committee, Barbara Best, Shannon Simon, Donna Mayne*
8. **Old Business**
 - a. Reopening Plan & Covid-19 Update: The director reviewed section 4.1 of the updated reopening plan. A motion to approve amendments to the reopening plan pertaining to Phase 4.1 was made by Barbara Best. The motion passed unanimously.
9. **New Business**
 - a. NYS Annual Report: A motion to approve the NYS Annual Report as presented by the Director was made by Richard Jordan. The motion passed unanimously.
 - b. Audit Engagement Agreement: A motion to agree to the Terms of Engagement presented by Baldessari & Coster, LLP CPA to perform the library's fiscal year 2021-2022 audit was made by Shannon Simon. The motion passed unanimously.
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 at 6:44 p.m. to adjourn the meeting. The motion was unanimously approved. The meeting was adjourned by the President at 6:44 p.m.

Respectfully submitted,
Barbara Best, Secretary
Approved on: May 17, 2021

Next Trustee meeting: Monday, May 17, 2021 at 6:00 pm.
Upcoming Friends of the Library meeting: Monday, May 10, 2021 at 3:00 pm.

Director's Report April 19, 2021

July 1, 2021 – June 30, 2022 Budget Results

A Budget Hearing took place on March 25. Trustee, Shannon Simon attended, and no other community members attended. The Budget Vote was on Tuesday, April 6, from 2-8pm, and the vote passed 79-5. Thank you very much to those of you were able to volunteer at the vote. Correspondence from Mattituck Cutchogue School District is included in your Board packets. See below for details:

Cutchogue

Totals: YES - 63 NO - 5

New Suffolk

Totals: YES - 16 NO - 0

Total Votes YES - 79 NO - 5

Total number of voters = 84

Meetings Attended

- **March 11** – Director' meeting (SCLS) via *Conference Call*
- **March 19** – Director's East End Libraries Zone Meeting via *Zoom*
- **March 29** – Census Data Tools – How Do I Get the Info I Need? *Virtual*
- **April 5** – Job Now & Vet Now Virtual Training via *Zoom*
- **April 7** – Caring for the Mind – Providing Mental Health Info at Your Library via *Niche Academy*
- **April 8** – Libraries Nourish – Suffolk County Cornell Cooperative Extension via *Zoom*
- **April 9** – Census – The American Community Survey *Virtual*
- **April 13** – Administration Courses via Palmer School – New Director Panelist via *Zoom*
- **April 16** – Director's East End Libraries Zone Meeting via *Zoom*

Friends of the Library – meeting held April 12 @ 3:00pm via *Zoom*

- The first Spring weekend sales was on Saturday, April 10 from 10:30am-2:30pm; and profited \$730.
- The next sale is Saturday, April 24 from 10:30am-2:30pm, and will feature local artist's prints. The Friends will earn a 20% commission for any art sales made.
- In lieu of the Annual Book Sale, this summer the Friends will feature a series of five Saturday sales during the months of June, July & August. The sales will sell books, jewelry, and more.
- Artist, Cynthia Wells will be on display in the gallery for May-July, an opening reception is pending.
- An Invitational Show featuring artists, Wendy Prellwitz, Tom Lulevitch, Mimi Myers, and Mary Twomey will be on display in August and September.
- Acoustic Jam sessions will restart in May.
- The Library will be accepting donations in modest amounts to restock for upcoming Friends sales.
- The Upstairs Gallery was painted by Roses Painting on March 23rd, and 24th. The total cost was \$1,550.00 and was supported by the Friends of the Library. *Thank you to the Friends for their support!*

NYS Budget Follow Up

- Library Aid is set at \$94.1M, this is the amount we were expected to receive in 2020 before the withholding and adjustments due to the pandemic. This amount is positive and reverses the Governor's proposed 7.5% or 7.1M cut to library funding.
- Construction Aid is set at \$34M, the same amount received before the pandemic, and also the highest amount we have ever received. Suffolk will receive approximately \$2.1M in construction funding in 2021, up from \$890K in 2020.
- There is some Bullet Aid for Senators and Assemblymembers to grant local entities, advocacy efforts to Senator Palumbo, and Assemblywoman Giglio have been sent on behalf of our Library.
- There is a new \$15M "Digital Inclusion Program" which libraries and library systems will be eligible to apply for, however, details have not been finalized.

Director's Report April 19, 2021

Summer Programming

Due to Covid-19 safety limitations, some summer programming will be offered outdoor for the 2021 summer season.

- The Director met with *North Fork Side by Side*, a local grant provider for non-profit organizations, run by Jan Nicholson and Kathy Perretta, to discuss our needs. A partner in the venture, Kathy Perretta is generously donating a 20' x 30' tent to the Library for 6 weeks (July through the second week of August).
- The Historical Council is supporting this venture by providing the space for the tent (in between the Old House and the Library).
- The Director purchased 30 folding chairs, 10 tables, and an outdoor storage shed for the outdoor programs.
- Thank you to *Kathy Perretta and North Fork Side by Side*, and the *Historical Council* for support of our Summer Programs!

Digital Program Survey

With the advancement of online program registration, surveying program attendees virtually is now possible. Staff member, Lilly Kiel created digital surveys to ask program attendees for their feedback, and to give them an opportunity to provide information about what they want at the library in the future, or what could enhance the programming. Digital Program Surveys will start to be sent to registrants for select programs starting in accordance with the summer newsletter.

Technology – Sonic Wall & Crown Castle Internet

The Library was in a 5-year contract with Crown Castle (previously Lighttower) for internet provision, including a firewall. This contract was coming to an end on June 30, 2021, and we signed a new 5-year contract with Crown Castle providing us with 200 Mbps internet speed, from 10 Mbps which is 20 times the speed for a cost of \$9,900.00 annually, which in the long run will save the Library money. A new Firewall, the SonicWall TZ670, amounting to \$4,145.35 was installed on March 26. The Firewall expense was covered (for all participating Libraries) by PALS from their reserve funds.

Technology – eResources – Job Now & Vet Now

Job Now and Vet Now, programs created through Brainfuse are available to our Library free of cost starting this April. These resources have a live job coach, unemployment assistant, career assessment, job resources, live resume writing experts and associated resources, job interview coaches, VA benefits navigators, job coaching, collect level tutoring, and more. The resources are highlighted on the home page of the Library website.

Statistics

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

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

Staff Meetings & Reports

Palmer School Administrative Course – Human Resources – Panelist

The Director attended the Palmer School Administrative Human Resources Course as a panelist along with two colleagues. Representing new Directors, we aimed to share the experience of becoming a Director, what we are passionate about, what challenges us, and more to shed light on students seeking future Directorship.

Adult Services Monthly Department Meeting – April 8, 4:00pm

Discussion points:

- Summer Outdoor Programming materials & procedure, planning for attendance of 25 people, social distancing and masks required at all times
- Vaccination Conversation & Medical Privacy
- Friends Upcoming Sales
- Language Learning Collection – Items being put into a specific section near travel to raise awareness
- Local History Walking Tours
- READsquared Training & Discussion for summer reading

Director's Report April 19, 2021

Youth Services Monthly Department Meeting – April 7, 4:00pm

Discussion Points:

- Juvenile Desk responsibilities training refresher
- Summer Programming and the program nuances
- Summer Reading Programs and planning
- Battle of the Books
- Program Surveys

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

- *Take & Make Kits* – particularly the St. Patrick's Day Rainbow Kit & the Family Fun in a Jar Kit were very successful
- Whimsical Wednesday Story Time attendance is increasing, numbers are close to normal (pre-covid)
- PARP – Pick a Reading Partner Program – partnered with MUFSD was a success. We participated with the *Paint a Poem* kit, *Blackout Poetry* kit, and *Haiku Hike* Kits. We now have a Science Book Display in support of the school's Annual Science Fair scheduled for May.
- This year's summer reading theme is *Tails & Tales*, we are planning, and hopeful for an exciting summer despite the challenges of the outside world.

Staff Meeting – March 17, 8:00am

A full staff meeting was held on Wednesday, March 17 at 8:00am in a hybrid format (both zoom and in-person). The meeting minutes are included in your Board packets.

OLD BUSINESS

Reopening Plan & Covid-19 Update*

The Director discussed the following service changes to Phase 4.1 in the Reopening Plan:

- Indoor gatherings can go up to 50% maximum occupancy while still adhering to social distancing and mask wearing requirements. This means the following:
 - Community Room: 18 attendees
 - Meeting Room: 10 attendees
 - Study Room: 4 attendees
 - Classroom: Closed for 24 hour item quarantine
- Lawn Games, Hotspots, Museum Passes & Library of Things items will no longer undergo quarantine, and the online platform, Tixkeeper, will resume operation enabling patrons to place holds on items.

The Director further discussed changes to the Travel Procedure:

- As of April 1, The NYS Department of Health released that "domestic travelers will no longer be required to quarantine after entering New York." While not required, quarantine consistent with CDC international travel recommendations is recommended for asymptomatic domestic travelers who have not been fully vaccinated, or who have not recovered from Covid-19 infection in the past three months. Symptomatic domestic travelers must quarantine.
- International Travelers arriving the the U.S. must either:
 - Quarantine for seven days and have a negative Covid-19 test three to five days after arrival
 - Or quarantine for 10 days without a Covid-19 test
 - These requirements apply to international travelers arriving in, or passing through NYS, regardless of vaccination status, or recovery from a previous Covid-19 infection.



**CUTCHOGUE
NEW SUFFOLK
FREE LIBRARY**
OPEN FOR NEW IDEAS

PROXY FORM

BE IT KNOWN, that I Raquel Martinez-Fonts
a duly elected member of the Board of Trustees of the Cutchogue New Suffolk Free Library,
hereby constitute and appoint Wendy Reeve
as my lawful attorney and agent for me and in my name, place and stead, to vote as my
proxy at the meeting of the CNSFL Board of Trustees to be held on
April 19, 2021 or any adjournment thereof.

This proxy is valid for:

- for all business transacted at the meeting
- for the following specific issues: _____

I herewith revoke any other proxy previously given. This proxy shall expire at the conclusion of the meeting for which I have given this authorization. This proxy shall be revocable, at any time, at the request of the undersigned.

Print Name: RAQUEL MARTINEZ-FONTS

Signed: Raquel Martinez-Fonts

Dated: 4/1/21