

**CUTCHOGUE NEW SUFFOLK FREE LIBRARY**  
**Board of Trustees, Meeting Minutes**  
**Monday, May 17, 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.

Bob McCaughey;

1. **Call to Order** – As a quorum was present, the meeting was called to order by the President at 5:57 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 Barbara Best. 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 April 19, 2021 board meeting for review and approval. Shannon Simon 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 April 2021 Treasurer’s Report was reviewed and discussed by the Trustees.
  - b. Multi-Fund Report – The April 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 May 17, 2021 was made by Raquel Martinez-Fonts. 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 April 2, 16, and 30 was made by Wendy Reeve. The motion was unanimously approved. The payrolls specifically approved were:
    - i. Gross Wages for the payroll dated April 2, 2021 were \$32,561.24.
    - ii. Employer Taxes for the payroll dated April 2, 2021 were \$9,306.57.
    - iii. Gross Wages for the payroll dated April 16, 2021 were \$32,608.70.
    - iv. Employer Taxes for the payroll dated April 16, 2021 were \$9,299.66.
    - v. Gross Wages for the payroll dated April 30, 2021 were \$32,321.22.
    - vi. Employer Taxes for the payroll dated April 30, 2021 were \$9,250.38.
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 May 17, 2021 and the attachments thereto was made by Donna Mayne. The motion was unanimously approved.
7. **Personnel Report** – The Library Director distributed the Personnel Report in advance and also presented it during the meeting. A motion to approve the report was made by Wendy Reeve. The motion was unanimously approved.

8. **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*: The committee introduced new trustee Bob McCaughey who will officially become a member of the board in July 2021.
  - d. *Policy Committee, Donna Mayne*: The committee proposed adoption of the Notary and Open Meetings Policies covered in New Business.
  - e. *Research & Development Committee, Barbara Best, Shannon Simon, Donna Mayne*

9. **Old Business**

Re-opening Plan & Covid-19 Update: The Director reviewed updates to Phase 4.1 of the updated reopening plan. A motion to approve updates to the reopening plan including (1) offering toys and regalia for checkout, (2) re-introducing toys for in-house use to the children’s room, (3) end item quarantine procedure, (4) re-opening of classroom with 4 attendees, and (5) and re-opening coffee machine for patron use, was made by Richard Jordan. The motion passed unanimously. After discussion on the reduction of mask requirements, a motion to approve following all upcoming CDC and NYS guidance in relation to Covid-19 was made by Richard Jordan. The motion passed unanimously.

10. **New Business**

- a. Notary Policy: A motion to adopt the Notary Policy to the Library Operations Handbook was made by Barbara Best. The motion passed unanimously.
- b. Open Meetings Policy: A motion to adopt the Open Meetings Policy to the Library Operations Handbook was made by Wendy Reeve. The motion passed unanimously.
- c. Elevator Maintenance Project Payment from Capital: A motion to approve was made by to approve payment to Island Elevator from the Fidelity Capital Account mounting to \$3,535.00 for emergency service to replace the elevator car frame guide rollers was made by Sara Campbell. The motion passed unanimously.
- d. A motion to approve reallocation of budget funds to the following budget lines was made by Wendy Reeve. The motion passed unanimously.
  - \$1,000.00 from 6161 – Adult DVD’s to 6171 – Adult Programs
  - \$1,000.00 from 6161 – Adult DVD’s to 6173 – Teen Programs
  - \$3,000.00 from 6161 – Adult DVD’s to 6174 – Software
  - \$1,250.00 from 6340 – Travel Expense to 6310 – Copier Expense
  - \$4,250.00 from 5695 – Medical/Dental Insurance to 5697 – 403(b) Retirement Plan – Northwest

11. **Public Expression** – Bob McCaughey expressed his thoughts to clarify the intent of the Open Meetings policy.

12. **Adjournment** – There being no further business to come before the Board, Richard Jordan made a motion at p.m. to adjourn the meeting. The motion was unanimously approved. The meeting was adjourned by the President at 6:56 p.m.

Respectfully submitted,  
Barbara Best, Secretary  
Approved on: June 21, 2021

Next Trustee meeting: Monday, June 14, 2021 at 6:00 pm.  
Upcoming Friends of the Library meeting: Monday, June 21, 2021 at 3:00 pm.

### Director's Report May 17, 2021

#### Welcome Back!

After a year of meeting in a virtual format, it is with pleasure to welcome the Board of Trustees back to the Library for in-person Board Meetings! Further, welcome to Bob McCaughey, thank you for joining us.

#### Donations

- \$50.00 from Jonathan Baker
- \$100.00 from Mr. & Mrs. Kenneth & Christine Rathgeber
- \$500.00 from Joe Price of Cook Maran Insurance, an Epic Company towards Family Place Library

#### Meetings Attended

- April 21 – Westchester Library System Design Thinking Program virtual
- April 22 – Suffolk County – Electric Car Charging Station Interest Meeting virtual
- April 28 – ReadSquared Training Refresher virtual
- May 4 – Directors Long Range Planning Meeting via SCLS virtual
- May 5 – PALS Directors Meeting virtual
- May 5 – Innovative Presentation virtual
- May 11 – Suffolk County Directors Meeting virtual

#### Friends of the Library – meeting held May 10 @ 3:00pm via Zoom

- Weekend Sales – April 24 & May 8 profited approximately \$1,700.00
- The final sale scheduled for the Spring Series is Saturday, May 22 from 10:30am-2:30pm
- Summer Weekend Sales are set for Saturdays, June 12 & 26, July 10 & 24, and August 7 from 10:00am-2:00pm
- Artist Cynthia Wells is on display in the upstairs gallery, an opening reception is set for June 18 at 5:00pm

#### Statistics

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

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

### Policies

#### Notary Policy

Under *New Business* the Policy Committee requests approval for the adoption of the Notary Policy. The Policy is included in your Board Packets. With the anticipated increase from one notary on staff, to four, a written policy will serve as a formal guide for staff and patrons alike.

#### Open Meetings Policy

Under *New Business* the Policy Committee requests approval for the adoption of the Open Meetings Policy. The Policy is included in your Board Packets. This Policy defines required parameters to follow in accordance with New York State Open Meetings Law. Further addressed are handling of Public Expression, and Executive Sessions. Inclusion of this policy in the Library Operations Handbook is required as per New York State Library minimum standards.

### Services

#### Library of Things

New items added to the Library of Things Collection this month:

- Mah Jong Set
- Checkers Set
- 10 Glue Guns
  - Equipped with 2 free glue sticks

## Director's Report May 17, 2021

- Patrons can purchase glue sticks for 10 cents each at the Front Desk if more supplies are needed
- VHS to Mp3 Converter

### *Staff Meetings & Reports*

#### **Safety Action Committee**

The Safety Action Committee, responsible for annual updates to the Safety Action Plan, and monitoring staff training, and facilities safety requirements is now composed of Safety Warden, Diane Pautke, and committee members Rosemary Winters, Darlene Brush, and Bonnie Zellner. Diane Pautke is in charge of coordinating annual committee meetings for plan updates, staff training, and ensuring our safety equipment is tested and updated (i.e. AED, Co2 detectors, fire extinguishers, emergency lights, security system, etc.).

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

- Successful (and different) Spring Programs included – Amazing Arachnids virtual program from Alley Pond Environmental Center in Bayside, N.Y.; Cyberbullying virtual program with Cara Sultan from Cornell Cooperative Extension; Children's Crocheting run by Lilly Kiel, one of our newest staff members.
- As we quickly move into summer, we are all looking forward to the return to "normal" including staff and patrons. Many parents expressed excitement at the upcoming increase in the number of participants in programs, and outdoor programming.

### *OLD BUSINESS*

#### **Reopening Plan & Covid-19\***

The Director proposes the following updates to the Reopening Plan, Section 4.1. The Reopening Plan is included in you Board Packet emails, changes can be seen in red.

- Make Toys and Realia available for patron checkout
- Reintroduce small amount of easy-to-clean toys to the Children's Room for in-house use
- End Item Quarantine Procedure
  - Continue item disinfecting upon patron return (external wipe down)
- Reopen the Classroom with a maximum of 4 attendees to allow for social distancing
- Reopen the Coffee Machine in the Upstairs Gallery for Patron use

### *NEW BUSINESS*

**Notary Policy\*** - see above

**Open Meetings Policy\*** - see above

#### **Elevator Maintenance Project Payment from Capital\***

Under *New Business*, the Director Requests approval for payment to Island Elevator from the Fidelity Capital Account amounting to \$3,535.00 for emergency service to replace the elevator car frame guide rollers. The proposal is included in your Board Packets.

#### **Reallocate 2020-2021 Budget Lines\***

Under *New Business*, the Director Requests approval to reallocate the following budget lines:

- \$1,000.00 from 6161 - Adult DVD's to 6171 - Adult Programs
- \$1,000.00 from 6161 - Adult DVD's to 6173 - Teen Programs
- \$3,000.00 from 6161 - Adult DVD's to 6174 - Software
- \$1,250.00 from 6340 - Travel Expense to 6310 - Copier Expense
- \$4,250.00 from 5695 - Medical/Dental Insurance to 5697 - 403(b) Retirement Plan - Northwest

2