

CUTCHOQUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Meeting Minutes
Monday, June 21 @ 6:00 p.m.

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

Absent: Sara Campbell, Treasurer

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 May 17, 2021 board meeting for review and approval. Donna Mayne 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 May 2021 Treasurer’s Report was reviewed and discussed by the Trustees.
 - b. Multi-Fund Report – The May 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 June 21, 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 May 14, 2021 and May 28, 2021 was made by Shannon Simon. The motion was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for the payroll dated May 14, 2021 were \$32, 261.55.
 - ii. Employer Taxes for the payroll dated May 14, 2021 were \$9,281.25.
 - iii. Gross Wages for the payroll dated May 28, 2021 were \$32,256.84.
 - iv. Employer Taxes for the payroll dated May 28, 2021 were \$9,259.59.
6. **Director’s Report** – The Director reviewed her report with the Trustees. The report is provided as an addendum. A motion to accept the Director’s report dated June 21, 2012 and the attachments thereto was made by Donna Mayne. The motion was unanimously approved.
7. **Personnel Report** The Director reviewed the Personnel report. A motion to approve the report was made by Shannon Simon. 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, Raquel Martinez-Fonts*
The Director presented the report. Expenses related to additional safety issues found while repairing elevator rollers are addressed under New Business.

- c. Nominating Committee, Shannon Simon, Donna Mayne
Shannon Simon discussed recent discussions with potential candidates.
- d. Policy Committee, Donna Mayne
The Director presented the report. See New Business regarding proposed changes to the Lending Periods, Fines & Fees Policy.
- e. Research & Development Committee, Barbara Best, Shannon Simon, Donna Mayne

9. Old Business

The Director reviewed the Reopening Plan based on the Governor’s June 15, 2021 lifting of restrictions. Lifted restrictions include social gathering and capacity limitations, social distancing, cleaning and disinfection protocols, contact tracing and health screenings.

10. New Business

- a. Election of New Trustees: Barbara Best made a motion to nominate Bob McCaughey as Trustee. The motion passed unanimously. Wendy Reeve made a motion to elect Bob McCaughey as Trustee. The motion passed unanimously.
- b. Election of Officers
 - Shannon Simon made a motion to elect Richard Jordan as President. The motion passed unanimously.
 - Richard Jordan made motion to elect Allyson (Wendy) Reeve as Vice President. The motion passed unanimously.
 - Richard Jordan made a motion to elect Sara Campbell as Treasurer. The motion passed unanimously.
 - Shannon Simon made a motion to elect Bob McCaughey as Secretary. The motion passed unanimously.
- c. Lending Periods, Fines & Fees Policy: A motion to amend the Lending Periods, Fines & Fees Policy was made by Wendy Reeve. The motion passed unanimously.
- d. Elevator Safety Repair – Payment from Capital: A motion to approve payment for additional elevator safety repairs from the Capital Account was made by Raquel Martinez-Fonts. The motion passed unanimously.
- e. Cancellation of August 16, 2021 Meeting: A motion to cancel the August 16, 2021 Board of Trustee Meeting was made by Donna Mayne. The motion passed unanimously.
- f. Updated Staff Directory: The Director distributed the updated Staff Directory.

11. Public Expression – There was no public expression.

12. Adjournment – There being no further business to come before the Board, Barbara Best made a motion at 6:58 to adjourn the meeting. The motion was unanimously approved. The meeting was adjourned by the President at 7:00 pm.

Respectfully submitted,
Barbara Best, Secretary
Approved on: July 19, 2021

Next Trustee meeting: Monday, July 19, 2021 at 6:00 pm.
Upcoming Friends of the Library meeting: Monday, July 12, 2021 at 3:00 pm.

Director's Report June 15, 2021 - Annual Meeting

Long Time Library Director - Jane Minerva

Between Jane Minerva's work as a volunteer, Director and more, she served the Cutchogue New Suffolk Free Library for approximately forty years. Through that time, Mrs. Minerva shaped the future of the Library, initiating forward thinking plans of action, staffing the Library carefully with involved community members, and making the library an essential part of the community. Her accomplishments were immense, and she is remembered as an indispensable part of our Library. It is clear that her work was full of passion and love for not only the Library profession, but our community as well. To pay tribute to Mrs. Minerva, the flag was placed at half-staff at the recommendation of the Board; a poster was placed in the Library with copies of the Sunday Story and a one-page autobiography; there will be a write up in the Fall Newsletter; the video Sunday Story will be added to the Library website; and the Friends of the Library are working on a tribute gift. More information will be forthcoming at the July meeting.

Donations

- \$25.00 from Virginia C. Parkin for Children's Programming
- \$32.08 from Amazon Smile
- \$100.00 from Mr. Mark V. Rickabaugh
- \$100.00 from Deanne & Elissa Alpert-Rosner in memory of Julia Hopkins
- \$100.00 from Ms. Pam Yosca in honor of Ms. Patricia Yosca
- \$100.00 from Mr. & Mrs. Bryan & Lisa Zissel
- \$100.00 from Carole Donlin for a thank you gift card for pianist Ann Welcome for virtual concert
- \$200.00 from Mr. & Mrs. Rip & Noreen Fisher
- 3 Apple TV's from the New Suffolk Common School (to be integrated into the Library of Things)

Meetings Attended

- May 26 - Public Library Directors Association Quarterly Meeting *virtual*
- June 1 - Booklist Summer Audiobooks Meeting *virtual*
- June 4 - "Oh the Places You'll Go" Intellectual Freedom and Equity *virtual*
- June 9 - Tour of the Gateway (resources available via SCLS) *virtual*
- June 17 - Libraries Nourish - Domestic Violence *virtual*
- June 17 - CPR/AED Training *in person*
- June 18 - Libraries Nourish Task Force *virtual*

Friends of the Library - meeting held May 14 @ 3:00pm via Zoom

- Weekend Sales -The summer series began on June 12 and profited \$107.00 (inclement weather)
- Remaining Summer Weekend Sales are June 26, July 10, 24 & August 7, note time change to 9:30-11:30am

Statistics

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

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

Library Journal Index - 5 Star Library

The *LJ Index* of Public Library Service rates United States public libraries based on selected per capita output measures. The 2020 Index derives from data released by the Institute of Museum and Library Services (IMLS) for FY18. This year, 5,608 U.S. public libraries qualified to be rated in the Index. In this edition, there are 262 Star Libraries, each receiving 3-star, 4-star, or 5-star designations. Please see the chart below of 5-star Libraries with a budget range of \$1M-\$4.9M. This information will be shared to the library website and social media outlets. Link: <https://www.libraryjournal.com/?detailStory=ljx201214StarsByNumbers#1M4M>

Director's Report June 15, 2021 - Annual Meeting

Expenditure Range \$1M-\$4.9M

LIBRARY	STATE	POPULATION (Per Capita)	CIRCULATION (Per Capita)	E- CIRCULATION (Per Capita)	VISITS (Per Capita)	PROGRAM ATTENDANCE (Per Capita)	PUBLIC INTERNET COMPUTER USERS (Per Capita)	WI-FI SESSIONS	E- RETRIEVALS	SCORE
Grandview Heights Public Library	OH	7,392	74.01	8.14	55.95	4.73	3.74	17.15	3.83	4,505
The Hampton Library In Bridgehampton	NY	1,827	38.57	6.81	43.13	8.89	2.07	15.12	1.84	3,921
Hudson Library And Historical Society	OH	22,262	46.71	6.66	42.61	2.58	6.19	4.89	1.09	3,504
San Miguel Library District # 1 (Telluride)	CO	6,351	29.29	3.60	38.99	4.64	4.85	20.78	3.35	3,204
Westhampton Free Library	NY	5,571	26.36	5.72	25.62	7.65	2.60	3.44	1.65	3,044
Center Moriches Free Public Library	NY	7,546	18.38	3.97	34.02	8.26	1.69	2.99	1.58	2,919
North Kansas City Public Library	MO	4,208	28.79	4.30	33.22	2.94	5.51	3.22	8.68	2,815
Darien Library	CT	21,887	25.59	2.79	17.51	3.16	8.05	7.73	0.15	2,636
Cutchogue New Suffolk Free Library	NY	3,684	28.26	3.11	40.26	4.03	1.72	6.33	9.05	2,622
Wright Memorial Public Library	OH	9,192	42.91	5.72	17.15	2.76	2.02	4.78	2.61	2,424

Old Westbury Gardens Passes

Located in Westbury, New York, the Old Westbury Gardens Pass encompasses visitation to the former home of John S. Phipps and his family, listed on the National Register of Historic Places. The Charles-II style mansion was completed in 1906 by George A. Crawley, and is surrounded by 200 acres of formal gardens, landscaped grounds, woodlands, ponds and lakes. The home is also furnished with English antiques and decorative arts. The pass includes tours, and visitations, not special events. The \$350.00 one year Library Garden Pass Program entitles Libraries to two rotating Garden Passes, each pass provides two adults and their children admission to the House and Gardens with free parking, discounts in the Plant and Gift Shop, and quarterly calendar and newsletter publications. *Thank you to the Friends for sponsoring the addition of the Old Westbury Gardens Passes!*

The mission of the Cutchogue 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 June 15, 2021 – Annual Meeting

Summer 2021 Reading Programs – *Tails & Tales*

Tuesday, July 6-Friday, August 13

Adult Summer Reading

- Registrants receive a sign-up prize, and are required to read four books to be entered into a raffle to win the grand prize (paddleboard) and gift certificates to local businesses.

Teen & Tween Summer Reading

- Registrants receive a sign up gift - \$5 gift card to *Magic Fountain* – Thank you to *Magic Fountain* for the generous donation!
- One book read = One raffle ticket earned, participants may enter each raffle ticket into their favorite prize baskets. The more books read, the more opportunities participants have to win.
- After completing one book, participants are entered into a raffle to win 20 tickets in a skybox to a Long Island Ducks' Game on Sunday, August 1 – Thank you to *Sayville Ford* for the generous donation!
- Prizes for Programs – Participants earn a raffle ticket for every program attended for a chance to win a Snow Cone Machine with various flavors.

Children's Summer Reading

- The first 75 registrants receive a ticket for a free ride on the Carousel at Mitchell Park in Greenport.
- Registrants are automatically entered into a raffle to win one of the many stuffed animals displayed in the Children's Room.
- Participants are required to read five books, or have a guardian read five books to them. After completion participants receive an art kit and completion certificate.

ReadSquared Registration – Kiosk in Lobby

To assist in patron registration for the online summer reading program via ReadSquared, a kiosk will be set up in the Library enabling staff to quickly train patrons in the registration process and functionality of the platform.

Children's Summer Directory – Suffolk Times

An advertisement was included in the May 20 issue of the Suffolk Times to market sign-up for summer programming at the Library. The advertisement amounted to \$125.00.

Tent Update – Nassau Tent Company

- Installation date July 6 – Removal date August 16
- Application for tent permit approved by the town – fire marshal to review after installation. The \$50 application fee was waived by the town.
- Size: 20' x 20' & Location: Historical Council in between Library and Old House

Convent Property – Drew Kolb

Mr. Kolb will not be moving forward this summer with construction and offered us his backyard space (behind the Library) as an additional outdoor location for summer programming, Storytimes, yoga classes and other events are scheduled for the space, which is both private and shaded. There will be no tent installed on the convent property.

Technology

Hotspots

Three new hotspots were added to collection on June 1. Hotspots are available for patrons for a 2-week checkout. Hotspots are digital devices that provide mobile internet free of charge to patrons. The increase in the number of hotspots for patrons is in direct response to usage rates.

Director's Report June 15, 2021 - Annual Meeting

Tech Appointment Staff

Emma Leaden is now assisting with Tech Appointments along with Caitlin Jacobs, and Lilly Kiel. The addition of "tech help" staff is due to an increase in demand for the service.

Technology Security - Sentinel 1

In an effort to enhance staff and patron computer security, Fluid Imagery added Sentinel 1 anti-virus, a program more aggressive towards crypto viruses, with the ability to restore computer functions to a point prior to exposure, thus eliminating the threat to staff and patron computers.

Tixkeeper

The Museum Pass and Library of Things Software, *generously supported by the Friends of the Library*, is back up and running for patron use due to the end of item quarantine.

Virtual Reference - Online Chat

Amidst the pandemic, the Library began offering 24/7 virtual reference assistance through the website. The schedule is changing to match library operational hours, and will be managed by the Adult Services staff. The chat box is located on the lower right corner of the library website www.cutchoquelibrary.org.

Website

Staff member, Emma Leaden is working on revamping the website to streamline the ease of use. Recent changes are the "home page sliders" format, which advertises upcoming programs; and the format of the email links on the bottom of the webpage. Continued efforts are underway.

Staff Meetings & Reports & Other

Staff Directory

An updated staff directory is included in your Board Packets.

CPR/AED Training - June 17

Six staff members: Diane Pautke (Safety Warden), Rosemary Winters, Mignon Osmer, Sharon Carita, Bonnie Zellner and Lilly Kiel were trained on CPR and AED. This training is completed every other year, and provides a forum to empower staff in the event of an emergency.

Youth Services Monthly Meeting - July 9

Discussion points:

- General Training & Review - redistributed and discussed
- Outdoor space plan of action, and addition of Convent property
- ReadSquared Kiosk for registration
- Summer Reading for Teens, Tweens & Children
- Field Trips, Book Buddies and other in-person registration procedures
- Nature Now 360 interactive magazine
- Teen interactive Stick-Together Mystery Puzzle
- Vox Books promotion
- Butterfly Garden

Director's Report June 15, 2021 - Annual Meeting

Adult Services Monthly Meeting - July 10

Discussion points:

- Outdoor space review
- ReadSquared Kiosk for registration
- Purechat virtual chat box training and procedure
- Website improvements
- Addition of Jane Minerva Sunday Story video to local history page on website
- Physical display of Library of Things to raise awareness

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

- Held first in-person meeting of the East End Children's Librarians which gave us a forum to brainstorm new ideas, share pandemic scenarios and finalize the plan for summer virtual collaborative programs.
- Emma Leaden coordinated this year's ReadSquared program with the Youth Services and Adult Services staff, she discussed changes and shared enhancements for the *Tails & Tales* summer reading program.
- Children and parents alike are enthusiastic that the long awaited toys and realia are back in the Children's Room for check-out and in-house use.
- Successful programs this month include: *The Story Walk, Pet Parade, Snips & Snails, Making Seed Bombs, Reading to Ceil the Therapy Dog, and Toddler STEM Play Dough Bugs Take & Make Kit.*
- Image to the right: patron partaking in the *Play Dough Bugs Take & Make Kit.*

