

**BOARD OF TRUSTEES
Regular Meeting
Monday, April 17, 2023, 6:00pm
Meeting Minutes**

Present: Richard Jordan, President; Sara Campbell, Treasurer; Bob McCaughey, Secretary; Barbara Best (via Zoom) Kathy Perretta, Rosemary Winters, Library Director. Drew Kolb, public.

1. Call to Order, President Richard Jordan

Motion to amend the agenda to discuss the Future Planning Acquisition with Drew Kolb (attending via Zoom) as the first order of business. Motion was made by Richard Jordan. The vote was unanimous in favor.

As a quorum was present, the meeting was called to order at 6:04 p.m.

2. Adoption of the Agenda

Motion to adopt the agenda was made by Kathy Perretta. The vote was unanimous in favor.

3. Public Expression

There was no public expression.

4. Approval of March 20, 2023 Minutes, Secretary, Bob McCaughey

A motion was made to approve the March 20, 2023 minutes by Sara Campbell. The vote was unanimous in favor.

5. Financial Reports, Director Rosemary Winters

a. Review of Treasurer's Report (March)

The Treasurer's reports for March was reviewed and discussed by the trustees.

b. Review of Multi-Fund Report (March)

The Multi-Fund report for March was reviewed and discussed by the trustees.

c. Approval of Capital Fund Warrant*

The Capital Fund Warrant was reviewed and discussed by the trustees. Motion to approve the Capital Fund Warrant dated April 17, 2023 for the amount of \$34,726.00 was made by Bob McCaughey. The vote was unanimous in favor.

d. Approval of General Fund Warrant*

The General Fund Warrant was reviewed and discussed by the Trustees. A motion to approve the General Fund Warrant dated April 17, 2023, for the amount of \$70,587.48 was made by Kathy Perretta. The vote was unanimous in favor.

e. Affirmation of Payroll

Motion to approve the payroll for the pay periods, March 3, March 17 and March 31, 2023.

Gross Wages for March 3, 2023 were \$37,610.66.

Employer Taxes for March 3, 2023 were \$10,637.88.

Gross Wages for March 17, 2023 were \$37,274.68.

Employer Taxes for March 17, 2023 were \$10,560.10.

Gross Wages for March 31, 2023 were \$37,226.35.

Employer Taxes for March 31, 2023 were \$10,543.90.

Motion was made by Bob McCaughey. The vote was unanimous in favor.

6. **Director's Report, Rosemary Winters***

A motion to approve the Director's report dated April 17, 2023 was made by Sara Campbell. The vote was unanimous in favor.

7. **Committee Reports** (*Italicized Committees are currently inactive*)

a. *Investment Committee, Richard Jordan, Wendy Reeve*

No report.

b. *Nominating Committee, Donna Mayne, Kathy Perretta*

Six candidates were interviewed for three open positions effective July 1, 2023. The Nominating Committee discussed the interview, and made their recommendations. Candidates will be voted on at the Annual June Meeting.

c. *Policy Committee, Donna Mayne, Wendy Reeve*

No report.

d. *Research & Development Committee, Donna Mayne, Bob McCaughey, Barbara Best*
Report included in board packet. Notes attached.

e. *Building & Grounds Committee, Sara Campbell, Barbara Best*
Report included in board packet. Notes attached.

8. **Old Business**

a. \$25,000.00 transferred to CD

As a follow up from the March board meeting, \$25,000 was moved from the Morgan Stanley Money Market to a short term CD through Charles Schwab. This CD is still under Morgan Stanley Advisement. The interest rate is 5.103% and term length is 12 months. Motion to approve made by Richard Jordan. Vote was unanimous in favor.

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- b. \$5,000.00 (Cohen Donation) transfer from Capital Account to Dime MMKT earmarked for Adult Programming*
Motion to move \$5,000.00 of the Frederic Cohen donation from the Capital Account to the Dime Money Market and earmark for adult programming. Motion made by Sara Campbell. Vote was unanimous in favor.

9. New Business

a. Future Property Acquisition*

The Director on behalf of the Board of Trustees invited Drew Kolb, owner of the Convent property, 27700 Main Road, Cutchogue to the board meeting to discuss a potential future purchase.

Motion made to include as first order of business made at outset of meeting by Richard Jordan. Vote was unanimous in favor. Related board resolution attached.

In February, Drew Kolb, the current owner of the building and property at 27700 Main Road (aka "the Catholic convent"), approached the Library Director Rosemary Winters to indicate his interest in selling the building and property to the library. He further indicated that his interest in selling was conditioned by the need to do so in a timely fashion. An appraisal was performed on March 9th by Leo & Scoble Realty. Board members have since toured the building and the property with the owner.

The board recognizes that the costs of such a purchase would be substantial and as would the necessary repairs to or replacement of the building before being usable as a library space. Further scrutiny of the proposal this summer will also require the close attention and direct involvement of the library director, library staff, and seven board members. This said, the board recognizes that this property is the only one that would allow the library as currently located to expand into a contiguous space. It also presents a more immediate opportunity to double the library's currently inadequate off-street parking.

Accordingly, the board is prepared to enter further into discussions with the owner, obtain its own assessment of the property's value and independent estimates for the building's refurbishment, develop provisional plans for staging the development of the property, and securing the necessary funding. This last to include a review of funds currently available to the library for capital projects, building grants available from the state of New York, and the possibility of launching a capital campaign in conjunction with the Friends of the Library. It is hoped that these steps will allow the board to decide whether or not to proceed with the purchase at its September 2023 meeting.

The expenses incurred in undertaking these exploratory steps are not to exceed \$10,000, and will be pulled from recent gifts that have been deposited in the capital account.

Motion was made to approve the resolution by board president Richard Jordan. The vote was unanimous in favor.

The Director will coordinate a third appraisal prior to the May meeting.

b. NYS Annual Report*

The Director reviewed the Annual Report. Motion to approve the 2022 New York State Annual report was made by Barbara Best. The vote to approve was unanimous.

c. Hot Water Heater Replacement*

Motion to approve the hot water heater replacement by J. Zee Plumbing amount to \$1,750.00 to be paid from the Capital Account. Motion made by Bob McCaughey. The vote was unanimous in favor.

10. Public Expression

There was no public expression.

11. Adjournment

A motion to adjourn was made by Kathy Perretta. The vote was unanimous in favor. The meeting adjourned 7:35 p.m.

Respectfully submitted,
Robert McCaughey, Secretary
Approved on: May 15, 2023

Next Trustee Meeting: Monday, May 15, 2023 at 6:00 p.m.
Upcoming Friends of the Library Meeting: Monday, May 8, 2023 at 3:00 p.m.

**Cutchogue New Suffolk Free Library
Research & Development Committee
Monday, April 17, 2023**

Strategic Plan

The Research & Development Committee met with Library staff on March 30th to discuss goals and needs for the future. The main takeaways from the meeting are as follows:

Physical Space:

- Storage for Local History
- Climate control for Local History document preservation
- General Storage
- The Children's Room needs improvement and expansion
 - Consideration of play space, and space for parents
 - Dedicated space for babies
 - Reading nooks
 - Inclusion of a fish tank
 - Following programs upwards of 20 children and their caretakers want to stay and play in the library, but we simply cannot accommodate. This scenario happens 2-3 times a week during the busy season. If we had more space, patrons would utilize the library far beyond the program; we would also be able to host more programs. This issue is of course exacerbated in the summer season with the increase in patrons and library programs and services.
- Teen Space
- Tween Space
- Outdoor space for Children (and all patrons)
 - Community Garden
 - Fenced in area
 - Sensory paths
 - Story Walk
 - Picnic tables
 - Play ground
- Large space for concerts and events
 - Parish Hall is no longer available as a space
 - Limited use of the Village Green
- Safety issue
 - Small spaces indoor, large number of patrons
 - Many blind spots in the Children's Area (unclear sight lines are unsafe)
 - No safe space outdoor for children especially during concerts or larger events, the road is too accessible

- Parking
 - Lack of parking can be a deterrent for many patrons based on age, ability, etc.
- Technology Area (can be considered as a service enhancement as well)
- Kitchen for Cooking Programs
- Studio area for Art Classes
- Stage for concerts (indoor/outdoor)

Services:

- Roaming Librarian during busy hours (Summer in particular)
- Maker Space
- Tax preparation
- Paid teacher for English Classes
- Childcare during English Classes & other programs as needed
- Sustainability
 - Partner with community groups
 - Emergency preparedness
- Tech Learning for all ages (particularly 55+ community)
 - Additional staff for increased technology service
- Poster printing, larger scale printing
- Partnership with Historical Council
- Social Worker – Dawn Manwaring currently working with Valerie Lewis of SCLS to take advantage of social work interns from Stony Brook University
- Teen led programs & volunteer program
- Business Center
- Marketing Plan

Property Acquisition

- Drew Kolb is invited to the April 17, 2023 Board Meeting to discuss 27700 Main Road, Cutchogue

Next Steps:

- The R&D Committee will meet following the Board Meeting to begin creation of a community survey, and to plan next steps.

NEW PROJECTS

Friends of the Library – Friendship Walk

The Friends of the Library are re-opening the Friendship Walk fundraiser. Patrons will be able to purchase a personalized brick to be added to the walkway. The intent is to expand the current patio into the garden area, doing so would increase the outdoor sitting area. With this the Friends will also populate the walkway leading towards the building with personalized bricks. The Director is seeking informal approval of the project (see included image for location), and will bring the final layout to the Board after it has been determined.



Sprinklers

Briarcliff turned on the sprinklers on March 28, and made minor repairs to the system.

Plumbing – Hot Water Heater Replacement

A quote provided by J. Zee Plumbing is included in your Board Packets for replacing the hot water heater. This will be discussed under New Business.

UPDATES

Flooding Remediation – Gutters

The initial application for work was completed and submitted to the Historic Preservation for an informal review prior to attending their meeting; this is in an effort to ensure the project is approved the first time.

Painting Church Building

Our Insurance Company has asked for the painters to have additional insurance coverage (labor law). I am working with the painter to see about adding this on, and/or an alternate option. This will likely increase the expense.

Safety – Doors Behind Information Desk

Christopher Michael Woodworks ordered the doors, there is a 3-5 week wait period on delivery.

Windows & Siding in Entryway

Christopher Michael Woodworks took the storm windows from the front four windows for refurbishment on Monday, April 10.

Elevator Category 1 Testing Compliance Repairs

We are awaiting scheduling for the Category 1 compliance repairs.

Upcoming Projects:

- Fix Masonry on stone wall leading from the Church door to the Main Road
- Lighting in Front Entry
- Carpet in Entryway & Stairs (basement to 2nd floor)
- Friendship Walk