


CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Minutes of the Regular Meeting
Monday, April 13, 2015 @ 7:00 p.m.

Present: Trustees Anne Howard, President; Larry Mannino, Vice President; Corinne Slade, Treasurer; Paula J. Hepner, Secretary; Jo Anne Vitiello, Peter Zwerlein; Jennifer Fowler, Library Director

Absent: Alexandra Ninfo; Janet Thompson, President of the Friends of the Library

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1. **Call to Order** - As a quorum was present, the meeting was called to order by the President at 7:00 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 as revised was made by Paula Hepner and seconded by Corinne Slade. The motion was unanimously approved.
 3. **Public Expression** - There were no items for public expression.
 4. **Approval of the Minutes** - The Secretary presented the minutes of the March 9, 2015 board meeting for review and approval. A correction spelling Trustee Slade's name with ~~one~~ two "n's" and ~~two~~ one "r's" was requested. A motion to approve the minutes, as corrected, was made by Peter Zwerlein. The motion was seconded by Jo Anne Vitiello and the minutes were unanimously approved.
 5. **Financial Reports** - The Library Director presented the financial reports for discussion. Questions from the Trustees were entertained and answered.
 - a. Review of the General Fund Treasurer's Report - After discussion, the President stated that the Treasurer's report dated February 28, 2015 will be part of the information provided to the Library's auditor who, upon review of the 2015 financial records at the end of the year, will create an audited report which will then be voted upon by the Board. In accordance with Robert's Rules, no motion or second is required.
 - b. Multi-Fund Report - This report, dated February 28, 2015, was reviewed and discussed by the Trustees.
 - c. General Warrant - After discussion, a motion to approve the General Warrant dated April 13, 2015 was made by Paula Hepner and seconded by Jo Anne Vitiello. The motion was unanimously approved.
 - d. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated March 13, 2015 and March 27, 2015 was made by Peter Zwerlein and seconded by Paula Hepner. The motion was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for March 13, 2015 were \$35,162.66.
 - ii. Employer Taxes for March 13, 2015 were \$11,657.82.
 - iii. Gross Wages for March 27, 2015 were \$34,761.85.
 - iv. Employer Taxes for March 27, 2015 were \$11,608.41.
 6. **Director's Report** -- The Library Director presented her report which included an attachment giving the circulation and patron usage statistics for January 2015 through March 2015 and the Program Statistics for March 2015. The Director reported on two items that were not included in her report - she circulated the Thank You card received from Wendy Reeve and informed the Board of a new donation of \$25.00 received in memory of Virginia Sutter. With regard to the program stats, the Director was asked to include, in future reports, all library programs offered including adult movies, the number of outside groups we provide space for and how many people participate in those programs. A motion to accept

the Director's report dated April 2015 and include it as an attachment to the April minutes was made by Corinne Slade and seconded by Jo Anne Vitiello. The motion was unanimously approved.

7. **Personnel Actions** – The Director submitted a personnel report dated April 13, 2015 in which she requested approval to create a new position "Personnel Clerk" to assist the Business Manager, and to retitle the position presently labeled "Head of Reference" to "Head of Local History." In addition, the Director advised the Board that the role of the Teen Librarian would be expanded to include the tasks of "Library Project Coordinator" which involves responsibility for preparing the NYS Annual Report and serving as the library's computer consulting liaison. These duties were previously performed by Wendy Reeve, who recently retired. The Board asked the Director to revise the minimum qualifications in the job description for Personnel Clerk and represent this document to the Board for review at the May meeting. A motion to approve the Personnel Report and adopt the recommendations made therein with regard Library Project Coordinator and Head of Local History was made by Jo Anne Vitiello, seconded by Paula Hepner and was unanimously approved.
8. **Friends of the Library** - The Library Director gave the report on behalf of the Friends of the Library in Janet Thompson's absence. The Friends are working on the festivities for the 100th Anniversary of the Library, sending out the annual membership mailing and beginning preparations for the book sale in August. The art exhibits in the Library's Gallery continue to be a success.
9. **Committee Reports**
 - a. Benefits Committee – Anne Howard, Chair, reported that the pension fund was down \$2,767.58 for the month of March but from January 1 to March 31, 2015 the fund was up \$5,307.98. The fund balance as of March 31, 2015 is \$420,219.13.
 - b. Policy Committee - Paula Hepner, Chair, and Corinne Slade – The Policy committee met and reviewed the bylaws and considered all of the changes suggested in Kevin Seaman's response. Proposed amendments have been circulated for discussion preliminary to their being voted on at the May meeting.
 - c. Building and Grounds Committee – Jo Anne Vitiello, Chair, Larry Mannino and Peter Zwerlein – The B&G committee met on April 8, 2015 and presented a written report summarizing its work. Bids submitted for the reconstruction of the wall were reviewed. The committee will prepare a schedule of the Library's landscaping needs and seek bids to maintain the Library's gardens. The committee will be looking into the hiring of an outside party to perform an analysis of the work that will be needed to maintain the facilities properly. A checklist of the routine maintenance that must be done annually will be developed by the committee to assure that nothing is overlooked inadvertently.
 - d. Nominating Committee – Corinne Slade, Chair, reported that consideration of potential trustees is underway. One person was interviewed on April 13, 2015 and three others have yet to be contacted.
10. **Old Business**
 - a. Bylaws Change – The proposed amendments to the bylaws were presented and discussed among the board. Issues pertaining to appearing in person or by proxy and attending meetings by an audio or video connection were specifically discussed. The policy committee will determine whether to propose a revision to that section of the bylaws or leave it as is and vote it up or down at the May meeting.
 - b. Strategic Plan - The Director presented a first draft of the Plan of Service which the Library is required to have, independent of the strategic plan and asked that the Trustees review the document and email their suggestions or corrections by April 24, 2015.

- c. Retaining Wall – Several bids ranging from \$11,000 to \$60,000 were obtained for replacing the front wall. The Building & Grounds Committee reviewed each one and is recommending the Board go with the proposal from Lakeside at \$13,600.00. They will remove the crumbling wall, erect a new one, install gravel and a drain pipe and fix the concrete in front that is broken. Corinne Slade made a motion that, pending the receipt of three positive references and proof of insurance, the Library contract with Lakeside Landscaping to replace the retaining wall on the front of library property at a cost of \$13,600.00. Peter Zwerlein seconded the motion and it was unanimously approved.

11. New Business

- a. Financial Report (Audit), Al Coster – Every Trustee was given a copy of the letter from Baldessari & Coster dated March 31, 2015 summarizing the findings from their audit for the fiscal year ending December 31, 2014, and a copy of the Financial Report with Additional Information prepared by their firm for the year ending December 31, 2014. Financially the Library is in good fiscal health and the internal control deficiencies the firm identified are going to be addressed with the addition of new personnel and during the planning process for the Business Manager's retirement. Al Coster attended the meeting in person, presented the salient parts of the financial report and answered questions. A motion to approve the audited financial statements for the year 2015 was made by Paula Hepner, seconded by Corinne Slade and was unanimously approved.
- b. New York State Annual Report – The Director presented the Annual Report for Public and Association Libraries developed by the CNSFL for 2014. The report inventories the Library's Collections, describes the Programs, Policies and Services it offers, reports on what Technology and Telecommunications systems the Library has, identifies the number of staff employed by the Library and who the trustees are, and lists the income and expenses the Library had for 2014. A motion to approve the Annual Report was made by Paula Hepner, seconded by Corinne Slade and was unanimously approved.
- c. Budget Vote Date – The Director announced that the Library's budget vote will take place on September 15, 2015. A motion made by Jo Anne Vitiello to approve this date for the budget vote, was seconded by Peter Zwerlein and passed unanimously.
- d. Suffolk County Library "Tax Freeze" Efficiency Plan – The Director presented a resolution to authorize the Library to participate in an efficiency plan for sharing services, consolidating or merging, and implementing operational efficiencies for Suffolk County. The efficiency plan will be developed by the Patchogue-Medford Free Library in conjunction with SCLS. Libraries that agree to participate in a coordinated Plan of services will allow their homeowners to receive the Freeze Credit. A motion to adopt the "RESOLUTION: AUTHORIZING THE CUTCHOGUE NEW SUFFOLK FREE LIBRARY PARTICIPATION IN THE SUFFOLK COUNTY LIBRARY EFFICIENCY PLAN" was made by Peter Zwerlein. Anne Howard seconded the motion and it was unanimously approved.

12. **Public Expression** - There were no items for public expression.

13. **Adjournment** --There being no further business before the Board, a motion to adjourn the meeting was made by Larry Mannino and seconded by Paula Hepner. The motion was unanimously approved and the meeting was adjourned at 9:45 p.m.

Next Trustee meeting: Monday, May 11, 2015 at 7 p.m. Next Friends of the Library meeting: Monday, May 18, 2015 at 7:00 p.m.

Respectfully submitted,
Paula J Hepner, Secretary

Approved on:

May 14, 2015