

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Minutes of the Annual Meeting
Monday, June 8, 2015 @ 7:00 p.m.

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

Absent: Janet Thompson, President of the Friends of the Library

1. **Call to Order** - As a quorum was present, the meeting was called to order by the President at 6:59 p.m.
2. **Adoption of the Agenda** – The President reviewed the Agenda that had been distributed in advance of the meeting. The following changes were suggested: Item #5(c) should be approval of the general warrant and an Item #5(d) should be added for approving the capital fund warrant. Under “Old Business,” Item #10(b) Logo Design should be removed as nothing new has been delivered. A motion to adopt the agenda as revised was made by Jo Anne Vitiello and seconded by Peter Zwerlein. 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 May 11, 2015 board meeting for review and approval. There being no additions or corrections, a motion to approve the minutes was made by Larry Mannino. The motion was seconded by Corinne Slade 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. General Fund Treasurer’s Report – After discussion, the President stated that the Treasurer’s report dated April 30, 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 April 30, 2015, was reviewed and discussed by the Trustees.
 - c. General Warrant – After discussion, a motion to approve the General Warrant dated June 8, 2015 was made by Paula Hepner and seconded by Alix Ninfo. The motion was unanimously approved.
 - d. Capital Fund Warrant - After discussion, a motion to approve the Capital Fund Warrant dated June 8, 2015 was made by Jo Anne Vitiello and seconded by Paula Hepner. The motion was unanimously approved.
 - e. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated May 8 and May 22, 2015 was made by Larry Mannino and seconded by Jo Anne Vitiello. The motion was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for May 8, 2015 were \$31,507.55.
 - ii. Employer Taxes for May 8, 2015 were \$10,248.58.
 - iii. Gross Wages for May 22, 2015 were \$31,423.73.
 - iv. Employer Taxes for May 22, 2015 were \$10,234.83.

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 April 2015 and the Program & Meeting Room Statistics for March through May 2015. A motion to accept the Director's June 2015 report and include it as an attachment to the June minutes was made by Peter Zwerlein and seconded by Corinne Slade. The motion was unanimously approved. In connection with a discussion of the Centennial plans, Paula Hepner inquired about whether an inquiry should be made of the Old Town Arts & Crafts Guild to see if someone from the Guild would be interested in making a time capsule for the library.
7. **Personnel Actions** -- The Director publicized the notice for the new personnel clerk position to a variety of sources and six resumes came in. Interviews are scheduled for the week of June 8. A motion to approve the Personnel Report was made by Jo Anne Vitiello, seconded by Larry Mannino 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. Response to the membership drive has been excellent. The sale of bricks for the walkway is underway. The bus trip to Plum Island is sold out. The trip is as popular this year as the one in 2014. Planning for the Centennial celebration is ongoing. A collaborative meeting with the East End Friends of the Libraries was hosted and issues of commonality to all the libraries were discussed.
9. **Committee Reports**
 - a. Benefits Committee --Anne Howard, Chair, reported that the pension fund was up \$2,725.70 for the month of May 2015. For the period January 1 through May 31, 2015, the fund is up \$10,130.34 year to date (January 1 through May 31, 2015). The fund balance as of May 31, 2015, was \$425,041.49.
 - b. Policy Committee - Paula Hepner, Chair, and Corinne Slade -- The Policy is scheduling a meeting on June 17 at 10am to discuss new changes to the library's policies. Committee
 - c. Building and Grounds Committee -- Jo Anne Vitiello, Chair, Larry Mannino and Peter Zwerlein -- The committee met on May 27 and the following projects are expected to be completed in the near future: cleaning and repair of the gutters, sidewalk repairs on the library's walkways, repair of the backflow drain in the basement, repairs to the concrete ramp and installation of a new sign. Bids have been received for masonry work for the main walkway and repair of the backflow drain in the basement. Corinne Slade raised the issue of the wood siding that is a lighter color and should be stained to match the surrounding boards. She expressed a wish to have it done before the Centennial. Peter Zwerlein raised the issue of labelling the plants in the garden and described a software program that could be used to do this. The service itself is free, but there is a 5 or 6 dollar charge for making each label. Permission was granted to Peter Zwerlein to set up a profile for the library on this software to explore whether it might be useful to use. There was a discussion about taking out dead crape myrtle and dead hollies and replacing them with evergreens. In regard to finding firms that would be able to assess and chronicle the library's maintenance "to do" list, Peter Zwerlein got the names of 2 other firms that do this kind of work so competitive bids can now be sought.
 - d. Nominating Committee -- Corinne Slade, Chair, reported the committee has completed its work and names for trustees and a slate of offices will be presented.
10. **Old Business**
 - a. Strategic Plan -- The Director discussed her views about the next steps the Library should be taking which is to do fact-gathering. To this end, folders containing three formats for surveys were distributed to the Trustees. Each person was asked to review them before the next meeting and to think about what type of survey would provide the kind of factual information

needed for the strategic plan and how it should be conducted -- online, at the front desk, included in the newsletter, or in focus groups which allow for more interaction. All agreed that the Director should speak to the staff. The key to answering these questions is knowing what the goals of a survey are so that its design will elicit useful responses. There was a consensus that a meeting should be held in July just to discuss the survey process. Individual feedback should be given to the Director before the next meeting. Corinne Slade reminded the trustees that there was a discussion about putting information about what the library can do into the each newsletter. Peter Zwerlein asked about whether an email data base should be created and what to do about the changing environment.

11. New Business

- a. **Trustee Election** – The Nominating Committee put forth the names of Harold Shields and Corinne Slade to fill the two trustee vacancies. The President called for any other nominations from the floor and there were none. When the nominations were closed, Paula Hepner made a motion to elect these two individuals to a three year term beginning July 2015. The motion was seconded by Peter Zwerlein and was unanimously approved. The President will notify Harold Shields of his election.
 - b. **Officer Election** – The Nominating Committee put forth the names of M. Anne Howard for President, Alix Ninfo for Vice President, Corinne Slade as Treasurer and Paula J. Hepner for Secretary. A motion to elect Anne Howard as President was made by Corinne Slade and seconded by Peter Zwerlein. As there were no other nominations from the floor, the motion was unanimously approved. A motion to elect Alix Ninfo as Vice President was made by Corinne Slade and seconded by Peter Zwerlein. As there were no other nominations from the floor, the motion was unanimously approved. A motion to elect Corinne Slade as Treasurer was made by Paula Hepner and seconded by Peter Zwerlein. As there were no other nominations from the floor, the motion was unanimously approved. A motion to elect Paula J Hepner as Secretary was made by Larry Mannino and seconded by Corinne Slade. As there were no other nominations from the floor, the motion was unanimously approved.
 - c. **Six Month General Fund Budget for January 1 to June 30, 2016** – A draft of the budget for the first half of 2016 was circulated. It represents an increase of 1.25%. The budget hearing is scheduled for September 29, 2015. Recognized in fixing this budget is the board's concern about using the Library's fund balance to supplement its annual operating budget, the Director acknowledged that the goal must be to end that. She suggested there are a number of ways to close that gap – either by cutting services or staff, cutting salaries, doing more fundraising, or piercing the tax cap and not complying. A motion to approve the 6 month budget as presented and authorize the Director to notify the Mattituck-Cutchogue and the New Suffolk school districts of the 1.25% increase was made by Paula Hepner and seconded by Peter Zwerlein. The motion was approved unanimously.
12. **Public Expression** - There were no items for public expression.
13. **Presentation to Larry Mannino** - The President gave public recognition and thanks to Larry Mannino for his service on and contributions to the Board of Trustees for the past three years. An aerial photograph of the Library was presented to him as a token of the Board's appreciation.
14. **Adjournment** --There being no further business before the Board, a motion to adjourn the meeting was made by Larry Mannino and seconded by Jo Anne Vitiello. The motion was unanimously approved and the meeting was adjourned at 8:44 p.m.

Next Trustee meeting: Monday, July 13, 2015 at 7:00pm. Upcoming Friends of the Library meeting: Monday, July 27, 2015 at 7:00pm.

Respectfully submitted,
Paula J Hepner, Secretary

Approved on: 7/13/15