

2/26/2020 Minutes  
Southold Free Library Board Of Trustees

Meeting Opened at 6:35pm

Present: David Robinson, President, Caroline MacArthur, Director, Larry Jungblut, Martin Faint, Isabel Barkley, Mark Heidemann, Chris Gallagher, Cheryle Amara.

Excused: Bridget Rymer, Heather Romanelli.

Minutes of January 22, 2020 meeting Approved.

Treasurer's Report: No report.

Larry moved to accept the monthly warrant, Cheryle 2<sup>nd</sup>. Approved

Director's Report: Caroline reported the move has been completed. The cash and carry sale netted approximately 800.00. Staff is still unpacking, the new phone system is setup and Caroline facilitated it's training. The new security system with cameras is in place. Programming thermostats and lights needs to be done. Waiting on Suffolk Security Systems to run fire drills with staff. The new copier is also a fax and scanner. Training will be done with staff. The February Opening and Concert brought in about 100 patrons. Tours were given and everyone seemed positive about the changes. AARP tax assistance is up and running. Caroline reported that Vincent Benic (architect) has hired an architectural photographer to take pictures of the library. Raffle ticket sales are currently at 128. Caroline attended numerous meetings this month including new trustee orientation, Long range planning committee, Book discussion group, Southold Historical Society and Southold Schools Sup't. Search.

Caroline is also working on the NYS Annual report for March meeting.

Finance: Budget was sent to trustees to review. The Tax Levy is 1.81%. Larry moved to approve, Cheryle 2<sup>nd</sup>. Unanimous.

Policy: The photocopy policy was looked at and discussed. Larry moved and Mark 2<sup>nd</sup>. Approved. The Art Exhibit policy was discussed with possible changes. It will be brought to a future meeting to vote on. Also discussed was a possible policy regarding an out break, taking cues from Southold Town and schools.

Personnel: Mark still waiting for Director's evaluation from some trustees. We will go over this at our next meeting.

Long Range Planning: Will be meeting the first Thursday of every month. They will look to the Mission/Vision statement to start the new plan. The final plan should have 3-5 goals with the committee meeting once or twice per year.

Grants: Will be meeting to look at possible grants for historical preservation and disability re: doors.

Buildings and Grounds: No report.

Marketing: No report.

Construction/renovation: Kudos to NF Wood works!

Old Business: Hoping to reconvene grant committee to look at grants for the doors.  
Marketing is working to get invites out for March 29<sup>th</sup> date from 2-4pm. Raffle ticket sales are 128 so far. Keep selling :)

New Business: No new business.

Cheryle moved and Mark 2<sup>nd</sup> to adjourn.  
Meeting adjourned at 7:21pm.

Respectfully Submitted,  
Cheryle Amara/Secretary