

September 25,2019 Minutes
Southold Free Library Board of Trustees

Meeting opened at 6:32pm.

Present: David Robinson, President, Caroline MacArthur, Director, Heather Romanelli, Mark Heidemann, Bridget Rymer, Larry Jungblut, Cheryle Amara. Excused: Chris Gallagher, Martin Faint.

No Public present.

Minutes of 8-14-19 Approved/Accepted

Treasurer's Report: Heather emailed monthly report and reported we are opening up an investment account. Bridget reviewed the warrants for July/August and moved to accept them, Cheryle 2nd. Unanimous.

Director's Report: Caroline emailed report prior to meeting. The following is a summary. Two staff members, one a page, have resigned from the library. Looking to replace them. A catered lunch was given to the NFWW contractors and subs. It was greatly appreciated. Caroline met with Marketing, Personnel, Construction, Finance and Buildings and Grounds Committees. The first phase of the brick campaign has been completed. The raffle is being focused on at this time. The web page is being updated and the news letter's new process is going well. There has been positive feedback for the new format. The first payment of the Construction Grant for security cameras has been received. A hearing on the SCLS budget will be held 10/17 /19 at Riverhead library and a Trustee workshop will be held 10/29/19. Macmillan Books has changed policy on selling e-books to libraries, limiting sales. Caroline will share more information on this if needed.

Penny Kelley has requested attending the annual NY Library Association conference in Saratoga, NY 11/13 through 11/16. Expenses not to exceed 1500.00. Heather moved and Mark 2nd to approve, Unanimous.

Finance: The budget for 2019-20 has been revised to reflect changes after the resignation of an employee earlier this year. As a result the contingency fund is reduced to 50,110.00 from 75,110.00. This was a recommendation from the Auditor. The revised budget will be discussed at next month's meeting. The board accepted the draft of the Auditor's findings.

Policy: A patron photo policy needs to be discussed.

Long Range Planning: No report.

Grants: No report.

Buildings and Grounds: Two proposals received to do brick work. Chris Mohr offered to donate labor to do the project. Larry moved to accept his proposal, Mark 2nd. Approved.

Director will meet to review insurance policy with the committee.

Personnel: Met with Director to go over Evaluation.

Marketing: Topics discussed were Fund raising and Grand opening promotions as well as General Library promotions. We would like to include more photos for the newsletter. Policy Committee will be working on a policy for this.

Construction/renovation: We are in the process of ordering furniture. The project continues to make progress. We are still waiting on the shelving which will likely affect grand opening. We will know more next month.

Old Business: No old business.

New Business: The Nominating Committee will be meeting to discuss candidates to replace Bernadette Taplin.

Grand Opening: Martin, Bridget, Larry will be joining Caroline and some staff members on a committee for this event.

Furniture purchase: Heather moved and Bridget 2nd. Unanimous. The board agreed to get the items ordered.

Caroline will investigate the storage unit and items that might be tag sale items. Cheryle will help her with this.

SCLS Rep. If anyone knows of someone who would be interested in representing the North Fork libraries let Caroline know.

Heather moved and Larry 2nd to adjourn to Executive Session. Unanimous.

Meeting Adjourned at 7:35pm.

Respectfully Submitted,

Cheryle Amara

Secretary