

Southold Free Library

Annual Meeting

August 12, 2020

Staff and committee reports

**Southold Free Library
Report to the Association
July 2019-June 2020**

Renovation: The second half of 2019 saw the completion of the building renovation. Working with the renovation committee, architect, and contractor, I took part in meetings on alternate Fridays to stay abreast of the progress, and be a conduit for communication between all involved representatives. The many aspects of the project were coordinated successfully and the Certificate of Occupancy and Fire Inspection certificates were issued in January 2020.

I oversaw the move back from the temporary library in Feather Hill to the renovated building during the last week in January. The library reopened on February 1, 2020. On February 9th, staff hosted a 'grand opening' with a concert, refreshments, activities for children, and tours of the new spaces. It was well attended and very well received.

The community's support of the new building was evident in February. Program attendance, materials circulation, and use of all the new spaces (notably the children's room activities, teen room, and adult reading room) were frequent, with many positive comments from users of all ages.

The last full day of business was March 13th and the library closed due to COVID-19 on March 14th. It was a great challenge getting library services up and running remotely, but with applicable staff working at home, this was accomplished successfully.

On March 29th, Penny, Janet and I completed the "ribbon cutting raffle" drawing via Facebook live. The winners were: Soundside Landscaping (1st place); the Fujita family (2nd place); Jane Kosovsky (3rd place); and Richard Melchione (4th place).

As part of renovation fundraising, as well as community outreach, customized engraved bricks were sold and laid in front of the library entrance. They are appreciated by all who purchased bricks, and the sale is ongoing in an effort to keep this successful fundraiser going.

Personnel: Chysovalantou Tsoumpelis resigned from her part time position in August 2019. Courtney Hall was hired and worked evenings at the circulation desk until the library was closed. The transition was a smooth one with Courtney excelling at public service. Page Danielle Henry resigned in September and was replaced by Alexandra Tsoumpelis. The reference position vacated by the retirement of Jessica Frankel is currently open.

All staff continue to be a dedicated and enthusiastic team.

Programs: All programs offered in 2019 were off site, in a number of alternate locations within the community. We all adjusted to moving program materials to other venues,

and educating patrons on where to find us. As we transitioned into in-house programs in February, attendance increased dramatically and the community was overwhelmingly pleased with the updated and bright meeting and program spaces.

COVID-19: During the height of the pandemic in Southold, (March, April, May) I held weekly staff meetings via Zoom to communicate new and different service models to all staff. It was important to keep all personnel connected and informed as we were all isolated at home. About half of the staff were able to work at home after reinventing service to a virtual platform.

I took part in weekly county wide Director's meetings, as well as East End Director's meetings. Discussion usually focused on virtual services, budgetary concerns, staffing, planning (short and long term), coordination of services for optimum continuity between communities etc.

I met with the contractor and electrician to discuss the pre-programmed lighting. The lights were turned off daily by either Keith Watkins or me. I continue to stop in on Sundays for this reason.

It was an exciting and positive challenge to move to curbside pickup service in June. Patrons and staff alike were enthusiastic about being able to access the library's physical materials once again.

Programs: 181 children's programs were held, with attendance of 4412. 902 Young adults attended 112 programs. 1435 adults attended the 119 programs offered during the year. For details and highlights, see attached reports.

Caroline MacArthur
Director

Annual Report
Adult Services

July 1, 2019-June 30, 2020

PROGRAMS

July 1, 2019-January 31, 2020 was spent in our Feather Hill site, followed by a short six weeks of readjusting to our "new" historic building before closing indefinitely due to the pandemic. Staff returned to the library on June 1, but remained closed to the public until July 13.

While in Feather Hill, programs were being held primarily at the Presbyterian Church. Other program venues included the Recreation Center and the Peconic Community Center. Once back into our building, we saw an increase in program attendance.

119 IN-PERSON programs were recorded for the year with 1435 adults in attendance.

Some highlights:

A shared library bus trip to the Whitney Museum, the High Line and The Vessel at Hudson Yards was enjoyed in October.

Holiday concert with Caroline Doctorow arranged by Jessica.

Crafts/creative programs scheduled by Kathy included; Scandinavian woven Hearts, clay heart candy bowls; silk scarf painting; holiday wreath decorating.

On-going popular events; chair yoga and canasta.

POETRY GALLERY

The annual poetry gallery of original poems submitted by local poets, under Vivian Eyre's guidance, was exhibited on the library's website during the month of April. 2020 marked the ninth year since the gallery's launch and the first year that a public reading and reception was cancelled as a result of the gripping pandemic.

PUBLICITY

We're visible in print, our online website, social media and WLNG. A variety of outlets to suit the needs and preferences of all.

FRIENDS

Book Cottage volunteers accepted countless bags and boxes of donations to stock the cottage shelves with inexpensive reading material. In mid-March the beloved book building had to close its door to sales and donations due to the pandemic. By mid-June, the Friends began to offer "self-service honor system" lawn sales on Saturdays and Wednesdays. Donations were suspended. This well-received venture has been running smoothly. There is

usually a Friends volunteer sitting close by, happy to answer questions and have a friendly chat.

A major raffle "North Fork Sampler Basket", filled with mostly all donated gifts from local merchants, ended up running for several months. The winner was thrilled and over \$1,000 was collected.

An art display hanging system was paid for by the Friends for future art exhibits to be arranged in the Lucy Hallock Folk Room.

WHITAKER COLLECTION

Our historic collection of paintings were treated and stored by conservator Jonathan Sherman. In early December he transported the paintings to Feather Hill.

Heritage walks and visits to the Old Burying Ground continued as in past years.

Assistance with local history research and genealogical requests was thoroughly provided.

July 2019-June 2020

Kathy Saccamano

This year had been a challenge with holding programs at several offsite locations while our building was being renovated.

We held several programs that were not listed in the newsletter but we managed to advertise in other ways around town and they were well attended. Two stand out programs were the Author Book chat "The Big Duck and Eastern Long Island's Duck Farming Industry" by Dr. Susan Van Scoy and Southampton Lyme and Tick Borne Disease Seminar that had over thirty patrons in attendance.

The fall classes were well attended with a few highlights : Simplified Phones Simplified, Sea Salt Processing, Dna Testing Explained, Armchair Traveller Pompeii, Silk Scarf Painting and a Watercolor Painting Class.

We finally opened our newly renovated building in February with an opening concert by a popular favorite local band "East End Trio". A large crowd attended and many patrons raved about the new updated community room and the wonderful acoustics. We were able to have several craft programs, a tea tasting class, two painting classes, a bee pollinator program and an acoustic jam session before the Covid 19 forced us to close.

I spent the next several months calling over 200 patrons to see how they were doing and to discuss many of the online library resources. Some of these patrons I called more than once and even had practice zoom sessions with over twenty of them to help them feel comfortable attending the new online type of programming. Many of our fellow libraries on the East End as well as further up island have been very forthcoming in offering to share their classes with our patrons at no cost to us. Some of the more expensive concerts we have been able to join together and cosponsor the Facebook Live type of events. We co hosted two Gene Casey concerts and a Jeff Allegue concert between March and June..

We did have our own Zoom event on June 11th, "Route 25, Long Island's own Route 66" this program was quite successful with over 25 computers in attendance. Some computers had a husband and wife watching so I guess there were 30 to 35 patrons watching. Since Covid 19 is not going away anytime soon we will be hosting many more of our own zoom events for adults to enjoy.

Young Adult Annual Report July 1, 2019-June 30, 2020

Summer 2019

This was our summer 'away from home' and we were extremely grateful for the use of the Southold Presbyterian Church. Most of our programs were conducted there. We found the kitchen and large space in the Christian Education Wing were more than sufficient for the programs we ran. The downside was no air conditioning which made some days hard to bare. But – we survived!

Most popular and fun programs in July & August:

Birds of Prey: Sweetbriar Nature Center brought a Screech Owl, A Great Horned Owl and red-tailed hawk and other birds for tweens and teens to see! Sweetbriar is a rehabilitation center that takes in sick and injured animals, rehabilitates them and returns them to the wild, when possible.

Battle of the Books: 6 dedicated members made me proud all summer and on the day of the Battle. We were the Southold M&Ms. This program is still my favorite.

Dungeons & Dragons: I still have many of the same teens participating this summer (2020)! Another one of my favorite programs!

Ice Cream Lab: Tweens and teens learned about dry ice and all of its benefits, which included the making of ice cream!

Rocket Science: Since the summer was a space theme, we had to have rocket making and launching! This had to be the most fun program! Over 21 tweens and teens assembled their rockets and then we launched them in the field at Custer Institute. This was a shared program with Cutchogue.

Long Island Retro Gaming: Another shared program with Cutchogue that was a huge hit! LI Retro brought all of the equipment and for 2 hours, 22 kids played old fashioned games like Donkey Kong, Pac Man, pong and more. I even tried out a few games!

Pancakes and PJs: Because of the wonderful kitchen at the church, Dana and I offered several cooking/food programs which included our famous Pancakes and PJs!

Pizza from the Garden: Dana and I have been offering this program for several years now and it continues to be popular!

Fall 2019

Chess Club: This program continues to be popular with the tweens

Dungeons and Dragons: Same kids – different DnD adventure – always fun.

Fun Fridays: I offered 2 Fun Fridays with Theresa in the fall. These almost always have a good turnout.

Bat house making: We made beautiful bat houses for our winged mammals for the Great Give Back.

Family Gingerbread Houses: This is always worth the money. Families had a lot of fun putting together and decorating their gingerbread homes.

Winter 2020

We were anxiously waiting and preparing for the move-back-in-day! We still managed to keep busy with programs. Once in – the teen room and the 2nd floor were busy every day! 😊

Highlighted Programs:

Junior High Drop by

Anime Club

S.T.E.A.M. week – Ozobots and coding, MyIntent Jewelry, Engineering 101, Monster Rocks and Monster Movie!

More Dungeons and Dragons!

March was the beginning of the pandemic and when all programming and services changed. We adapted and immediately set to work highlighting online services, posting on social media and learning how to be innovative on the fly! It was a challenging time for everyone. This continued through May and into June. I learned a lot about social media, online programming, and various meeting platforms and registered for a ton of workshops and training through SCLS and LILRC. I also stayed closely connected to the other YA librarians on the North Fork. We combined many of our programs to have maximum outreach. I look forward to the day we can return to in-person programs.

Submitted by:

Penny Kelley, Teen Services Librarian

Program Highlights of 2019/2020
Children's Services—Dana Bruey

We started our year off with a fantastic line up of summer programs. Some highlights included: a "Jump Into Summer" bouncy house opening party and many other creative programs, such as a Japanese Rice Bowl tasting with Sonomi Obinata, several art classes, a Library Family Astronomy Night at Custer Institute, Pancakes in Pajamas storytime, and "Rocket Science", a rocket building class in which we helped the kids put them together and then we set them off in the field at Custer. We had 6 weeks of storytime for the little ones, a balloon show performed on Shelter Island, Yoga for families, a Family Music Festival/talent show, and a bus trip to the Shinnecock Multimedia Planetarium in Southampton to go along with our space summer theme. We also had our annual concert with Brady Rymer in Mitchell Park, an "Aliens Escape from Earth" Sciencetellers show, and a Balloon and Barbecue party as our final event. Yes, it was an action packed summer!

We had a great fall and holiday season full of creative programming and annual favorites. Some highlights included a fairy house workshop shared with the Cutchogue Library. My husband and I did our annual Halloween Sing-Along Storytime, and Storytime Yoga and Zumba Junior continued with the little ones this year.

Wait, there's more! November and December brought more enjoyable programs. Penny and I did a board game series in November. We had a knitting series with Liz DeTour and she also led a class with her daughter, Lily, teaching families how to make a country cork Christmas tree decoration for the holiday season.

2020 has proved to be a very interesting year for us so far. Most of our programs continued to take place at the Southold Presbyterian Church in the beginning of January. We had our annual winter Lego Club there and then we moved back into our new, renovated library building where programs continued to flourish. We had an acrobat perform for Chinese New Year and made dumplings. We made a Valentine flower arrangement with Christine Harmon and also enjoyed a fun-packed Maker Week over the winter break where we coded with Ozobots, pounded engravings into metal jewelry, and had icy magnet science fun. Just fabulous.

Then came spring and the COVID 19 pandemic. We only had a few in-house programs—storytimes, yoga, and a music class for the little ones. Most everything else had to be cancelled. While working from home, I recorded myself reading books and also made craft idea videos with items used from

home to make it easy on parents during this uncertain, unprecedented time. The videos were posted on our Southold Library webpage and Facebook page for families to enjoy at any time that was convenient for them. I look forward to continuing to work in any way possible, virtually or in person, to have the library be a part of our community's life.

PERSONNEL COMMITTEE ANNUAL REPORT 2019/2020

Mark Heidemann- Chair, Cheryle Amara, Caroline MacArthur

The Personnel Committee was active early in the fiscal year but with the COVID-19 situation striking in late March, it did limit our actions. Our meetings involved staff departures and hires and discussions about Southold Free Library's response to the pandemic.

This year saw some departures from the Southold Free Library staff:

The board thanks long time Part Time Reference librarian Jessica Frankel for her service to the library and the community and wish her the very best in her retirement.

The board also thanks part-time Circulation desk staff member Chryso Tsoumpelis and wishes her the best of luck in her future endeavors.

Paige Danielle Henry left and was replaced by Alexandra Tsoumpelis.

Courtney Hall has joined the Part Time Circulation team and Director Caroline MacArthur is currently planning to interview candidates for the Part Time Circulation Desk opening.

The Personnel Committee agreed that Southold Free Library should raise the Part Time Circulation Desk salary to \$13.50 per hour in its continuing mission to soon reach New York State's \$15.00 minimum wage in the coming years.

The Personnel Committee would like to extend thanks and appreciation to the entire staff of Southold Free Library for Herculean efforts this year. It is fair to say that between moving the library back from our temporary space only to find themselves suddenly navigating the unprecedented time of the COVID-19 Pandemic, our staff showed true dedication and care.

Submitted by Mark Heidemann 8/10/20

NOMINATING COMMITTEE ANNUAL REPORT 2019/2020
Mark Heidemann, Cheryle Amara, Bridget Rymer

This was an up-and-down year for the Nominating Committee. We were sad to see Bernadette Taplin step away from the board this past year. We were thrilled when Isabelle Barkley agreed to join our board. Unfortunately, due to the COVID-19 situation she needed to step away after only one meeting.

The Nominating Committee continues to seek new board candidates. The committee does have a list of names that we will be considering and we invite suggestions.

Submitted by Mark Heidemann 8/10/20

Buildings and Grounds Annual Report 2019-2020

For much of the year the building was overseen by the Construction Committee. With the successful completion of the renovation project, the Buildings and Grounds committee has now taken up its usual role.

This report is divided into ongoing issues, and issues that are now closed.

Ongoing issues:

The committee recently completed an audit of the outside of the building, with the library director. The report will be shared with the board shortly.

Going into the audit our most pressing concern was the state of the roof. It seems the roof is in a fundamentally strong state, with the exception of one spot that has produced an occasional leak on the border between the main atrium and local history room. The leak only manifests during particularly heavy rain (estimated at approximately twice a year). Over the course of around a decade, the leak has been tackled a number of times, typically solving the problem for a number of years. We are seeking bids and solutions to this problem.

Other issues that came up during the audit were the poor state of the driveway, including a hole around a drain, some brick pointing issues, some limited rot in window frames, some missing mortar in the ground around the library and the poor condition of the front doors. Fresh paint is needed on window frames and doors.

Inside the building, it has become apparent we need some sort of window shades on the west-facing windows due to summer heat and light incursion.

Closed issues:

- The committee approved an upgrade to the AV system in the basement, which was not functioning fully when the building opened.
- We were told the new HVAC through Kolb has all filtration requirements we need for operating safely during the pandemic.
- While the library building was closed it became apparent we are not able to reprogram the automatic lighting schedule without the costly intervention of an electrician. Manual controls still fully work.
- We approved the current grounds maintenance contract with Chris Mohr.
- Tree work was done on the retaining wall.
- Chris Mohr donated labor to install the sponsored bricks.

Policy Committee Annual Report 2019-2020

Over the course of the year the following policies were updated and received board approval:

- Disaster Plan - to incorporate pandemic considerations.
- Fines - removing them.
- Exhibit Policy - to reflect the new building layout and management of the exhibits by the Friends of the Library.
- Photocopy policy.
- Patron Conduct.
- Unattended Children policy.

Southold Free Library
Annual Treasury Report
July 1, 2019-June 30, 2019

The Southold Free Library started the year out with \$456,461.47 in the Renovation Fund. The balance as of June 30th 2019 in the account was \$41,357.67

The Memorial Maintenance account started the fiscal year at \$628,102.58 and ended the year at \$11,535.98

The Whitaker account started the fiscal year at \$44,731.78 and ended the fiscal year at \$38,371.53

The General Operating Account which is comprised of a money market and a checking account both located at BNB started the year at \$190,830.67 and ended the fiscal year at \$138,390.50.

Please see the Finance Committee Annual report for additional information.

Respectfully Submitted,

Heather Romanelli

Finance Committee 2019 - 2020 Annual Report

Larry Jungblut - Chair, Heather Romanelli- Treasurer, Martin Faint, and Caroline MacArthur

- The funding agreement with the Southold School District for a system of 12 monthly payments continues to work smoothly with the renovation loan payments being transferred to the BNB renovation account.
- The Committee reviewed the findings of the independent 2019 audit and discussed which deficiencies were appropriate for a library of our size to address. It was determined that our present policy is acceptable; however we will continue to monitor the contingency funds in the future to ensure adequate amount of funds is available.
- Recommended that the Board approve engaging the audit firm to conduct the 2020 audit.
- The library budget for 2020 - 2021 was reviewed by the Committee and approved by the Board. Due to the present situation, it was decided not to increase the tax rate for the coming year. This was accomplished by reducing some expenditures and reallocating some of the contingency funding. The budget was overwhelmingly approved by the residents by mail-in ballots in May 2020.
- The new renovations were completed in early 2020 and plans for reopening were made. However, the Covid-19 pandemic resulted in many changes to normal operations and the library's financial situation needs to be monitored.
- The Committee confirmed that funding was available for the Director's year-end bonus and annual compensation, which the Personnel Committee had determined. Finance also confirmed that the budget could accommodate staff salary increases as well as year-end staff bonuses.

Respectfully submitted by: Larry Jungblut

Construction Committee. This was an ad hoc committee, and ceased to exist when the Library renovation was completed. Its work did take considerable time and energy, however, and as such merits inclusion in the annual report. The committee included David Robinson, Caroline MacArthur, and Chris Gallagher. Vincent Benic, the architect, and Keith Watkins, the foreman from North Fork Wood Works, were regularly in attendance. In addition, the various sub-contractors would attend when they were on the agenda. The committee met every two weeks and reviewed the progress of the renovation project. Meetings were typically between one and two hours, and sometimes included a walk-through of some part of the project. The last regular meeting was in December, 2019. The renovated library opened in February, and the committee has completed its work.

Long Range Planning. This committee began its work in February of 2020, and has met on a monthly basis since then. The first meeting was an in-person meetings; all subsequent meetings have been on Zoom. The committee members are Jay Dempsey, Jessica Frankel, Chris Gallagher, Mira Johnson, Caroline MacArthur, Jenny Schlecht, and Perry Weiss. Bridget Rymer has also participated in many of the meetings. Jessica Frankel has just retired, and is no longer on the committee.

The State Education Department recently issued a number of new or revised requirements to all libraries receiving public funds. One of those requirements is a long range plan that is based on how well we are achieving the elements of our Vision Statement. The State is also requiring libraries to include members of the public in the development of the plan. Jay Dempsey and Perry Weiss are patrons who regularly utilize the library, and when asked to join the committee agreed to do so. Mira Johnson is a Southold School District librarian, and she also was invited to join, to which she agreed.

The committee decided to develop a patron survey which is tied to how well we are reaching the goals put forth in our vision statement. The survey has been reviewed and approved by the Board, and it will be implemented as soon as it is advisable. A children's version of the survey has been developed by Chris Gallagher and Dana Bruey, and a young adult version of the survey has been developed by Penny Kelly and Chris Gallagher. These surveys have been reviewed and revised by the committee and are attached to this report for Board of Trustees review and approval.

The underlying assumption is that there will be some discrepancy between what we want to achieve and what the surveys indicate we are actually achieving. This discrepancy becomes the basis for the long range plan.

Grants Committee. This committee met once, at the end of the renovation project. Its members included Chris Gallagher, Jessica Frankel, and Caroline MacArthur. There were insufficient funds in the renovation project for the replacement of the two front doors facing the Main Road, and the main entrance door to the library. These were not originally included in the renovation project, but we thought we should explore the possibility of finding grant monies to support these improvements. We looked at several funding sources, and Jessica made some contacts with them. Ultimately, though, we were not successful in finding a funding source, so those projects are not moving forward at this time.

August 12, 2020

SOUTHOLD FREE LIBRARY BOARD OF TRUSTEES

Marketing Committee Year End Report, 2019-2020

ACTIVITIES/ACCOMPLISHMENTS

- collaborated with the Library Director to enrich the “donate” page of the website, which we continue to improve.
- Planned Grand Opening celebration events and promotion, including Suffolk Times print and digital advertising, the main event of which was eventually postponed due to COVID.
- Following the closure of the library in March, worked with Library Director and marketing firm to build content and presentation of library’s online and virtual resources on the website. Encouraged growth of social media use by library staff to build and maintain connections with patrons during this time.
- Reported on jump in website traffic during the COVID-related closure, particularly the growth in older patrons spending time on the site
- Thanked North Fork Wood Works, VBA Vincent Benic Architect and all suppliers/resources who contributed to our successful renovation via Suffolk Times print advertisement
- Built digital ad campaign encouraging community to continue to purchase personalized bricks to support the library

ONGOING

- Meet regularly with Library Director and marketing firm to improve website, strategize marketing campaigns related to library events and initiatives