

## Southold Free Library Trustee Mtg 10-28-20

Meeting Opened at 6:30pm via ZOOM

No public present.

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

Minutes from 9-28-20 Approved.

Bridget reviewed July and September Warrants and moved to approve both. Mark 2<sup>nd</sup>, unanimous.

Treasurer's Report: Heather indicated Vanguard is now reflected on monthly report.

As of 9-30-2020: Expansion 23,676.63. Memorial Maintenance 11,636.87. Vanguard 7,034.28. Whitaker 37,189.39. General Operating MM 72,700.97. General Operating Ckg 192,588.58.

Director's Report Summary: The library received 3 donations during the renovation appeal the total 1500.00 deposited into Memorial Maintenance. Caroline reported 3 new employees including new Reference Librarian. The social work intern will be working with the YA and Reference librarians on community out reach. Caroline attended 2 ZOOM Legislative breakfasts, also the LILRC conference and met with Southold Schools new Sup't. Dr. Mauro. Caroline had a meeting with Right Now Marketing regarding website and listened to a talk about AARP tax assistance. The parking lot project is completed and the overflow tank for the furnace has been repaired. Floyd Memorial Director is retiring after 30 years, the new Director will take over Nov. 18<sup>th</sup>.

Caroline brought up an issue regarding mask wearing for patrons. The board discussed it and a motion was made by Chris for masks to be worn at all times for patrons and staff effective immediately. Cheryle 2<sup>nd</sup> Unanimous. There will be more signage and a note put on the website.

Finance: No report.

Policy: No Report.

Personnel: Mark reported new hires mentioned in Director's report.

Long Range Planning: Chris reported they have a draft based on current plan. The committee will be meeting and the plan should be ready for Nov. 18th board meeting.

Grants: No report.

Buildings and Grounds: Martin reported a nice job was done with driveway drain. They are currently waiting for bids on ramp repair.

Marketing: No report.

Nominating: Mark reported after the great President letter they now have

more people interested.

Old Business: No old business.

New Business: David received a letter from a patron regarding friendliness and staff interaction with patrons. Caroline sent out a memo to staff as of this meeting, today. Chris suggested having the sign in sheet at the desk might be helpful.

Caroline brought up possible bonuses for staff. A discussion ensued regarding our budgetary responsibility with no increase this year and paying staff while closed, as well as recognizing special staff members during our shutdown. Tabled until November meeting.

Next meeting 11-18-2020

Heather moved and Chris 2<sup>nd</sup> to adjourn meeting.

Meeting Adjourned at 7:21pm

Respectfully submitted,

Cheryle Amara

Secretary