

**Minutes of The Southold Free Library Trustees Meeting.  
March 24th 2021**

**Meeting opened:** at 6.30PM via Zoom

**Present:** David Robinson (President), Caroline MacArthur (Director), Bridget Rymer, Mark Heidemann, Martin Faint, Heather Romanelli, Chris Gallagher, Lisa Davidoff, Nicolas Antonucci and Jim Roth

No public present

**Minutes of February 2021** — Heather moved to approve. Lisa seconded. Approved.

Jim welcomed to the board.

**Warrants**

Mark moved to approve. Nick seconded. Approved.

**Treasurer's Report**

As submitted to the committee. No questions.

**Director's Report**

In addition to the Director's Report (see appendix), the Director added:

The most recent order of engraved bricks was installed on Monday by Chris Mohr at no cost.

Traffic is picking up and there is a good mood in the building.

Dave reported he has received thanks for the tax preparation services.

**Finance**

The committee reviewed the investment policy and everything was in line with other boards Lisa has worked with.

1.83% rise for the budget was approved by the board. Chris moved to approve. Lisa seconded. Approved.

**Fundraising**

Caroline has met with Lisa. They have discussed small projects such as birthday books, and the need to raise awareness of library with seasonal people and new residents while staying in touch with long-standing donors.

## **Policy**

*Open Meetings Policy:* The policy states that draft minutes should be placed on website within 2 weeks. We are subject to Open Meeting law. Mark moved to approve. Bridget approved. Carried.

*Investments Policy:* The finance committee reviewed it and did not feel any changes were necessary. The Policy committee had no changes. Martin moved to confirm the policy as current, Heather seconded. Approved.

*Conflict of Interest* policy is in progress and should be ready for next month.

There was general support for exploring the creation of an *Environmental Policy*. Nick will start the policy after conducting research on existing policies used by other libraries.

## **Personnel**

Mark has sent out the director's evaluations. He is still waiting on the last one and will have the information for Caroline soon.

## **Long Range Planning**

Chris will be meeting with Caroline in the next few weeks with a report.

## **Grants**

No report

## **Buildings and Grounds**

Chris Mohr contract will be switched to monthly billing for easier budgeting.

*The lot next to the library:*

Mowing will now need to be done by us. The lot will be used in the summer for outdoor programming. Next month some flower planting will occur.

David said the board should formalize a policy for the parking usage by outsiders, especially as there is not now a waiver in place. Could renting of the spaces be viable, asks Mark, and if so could it pay for maintenance of the lot? Chris suggests alerting the realtor trying to move the property that we are considering charging for the parking so they can tell prospective clients. Buildings

and Grounds and Policy will solicit ideas and put something together for next month.

Staff room wall has water damage to the wall. We are waiting for the roofer to come.

Joe Pagano has been selected for handyman jobs on a casual basis.

Damage to the "little libraries" had been repaired by members of the public. They now need fresh paint.

Electrical work was completed at the Book Cottage to enable the functioning of the oil burner. The Friends of the Library paid for this.

### **Marketing**

Bridget plans to talk to the fundraising committee regarding outreach.

### **Old Business**

None

### **The Annual Report for Public and Association Libraries 2020**

On Page16 the date of most recent significant renovation needs to be updated.

With this amendment, Chris moved to approve. Mark seconded. Approved.

Bridget asks when we can meet again in person. May is perhaps the most likely date.

Heather motioned to close. Lisa seconded. Approved at 7.08PM

Respectfully submitted,

Martin Faint

Secretary

Board of Trustees  
Director's report  
March 24, 2021

1. As reported last month, I have been in search of a local handyman/carpenter to make repairs such as to the Little Libraries in town, and thanks to Martin's assistance, I have hired Joe Pagano who will do some small jobs at the library.
2. As in the past, anonymous volunteers have helped in keeping the Little Libraries at McCabe's and Kenneys beaches in working order. Library staff check on them during the warmer months to be sure the books inside are clean, dry, and appealing.
3. We are now offering newspapers and more chairs for patrons to use in the Library. The papers are well used and appreciated.
4. New NYS minimum standards are now in place, with more information required on the website than in past years. Board meeting minutes are to be posted within 2 weeks of each meeting, and the agenda posted a week in advance. In addition, budget, policy, and long range plan information are among other requirements. I have been working on these additions and will continue to assure compliance.
5. In house marketing of new items (books and DVD's) for all the collections is being worked on. Items of interest are displayed, as are the newest DVDs. In addition, the list of monthly DVDs that are added to the collection is displayed more prominently.
6. 3 Chromebooks were added for public use. SCLS offered a coordinated order for a discounted purchase price. Two are in the teen dept. and one is in children's.
7. I attended the annual Advocacy Day, which usually entails a trip to Albany, but was, of course, virtual this year. I joined other Librarians in meetings with Fred Thiele, Anthony Palumbo, and Jodi Giglio. The message for library funding met with positive response.
8. Martin and I have been planning the delayed burying of the time capsule on April 24<sup>th</sup> at 9:30am. Please submit a thought or photo to be added, specifically regarding your pandemic experience.
9. Lastly, I would like to commend my incredible staff for all they have endured over the past year, while remaining thoughtful, dedicated, loyal and enthusiastic about their service to the community. A year ago, we were all meeting weekly (on a platform we had never before experienced) to figure out how to pivot library service from a newly renovated building which created a dynamic and exciting community space, to offering everything possible virtually. As we begin to carefully resume as many services as possible, the intelligent, creative, and common sense approach to safety and service is inspiring.