

**Minutes of The Southold Free Library Trustees Meeting.
April 28th 2021**

Meeting opened: at 6.29PM 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.

Public: Penny Kelly.

Penny made the case for getting a *tent for the summer programs* to be used at the pocket park, as detailed in the director's report.

Minutes of March 2021 — Lisa moved to approve. Mark seconded. Approved - unanimous.

Warrants

Nick moved to accept. Chris seconded. Approved. Unanimous

Treasurer's Report

As submitted to the committee.

Director's Report

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

Next months the *stats* are an increase on last year, where the library was closed due to the pandemic. We will use the 2019 stats for comparison.

Regarding the *family fun day* in May, the marketing will start in May. Push to get the word out will include schools, churches and other venues. Nick suggests putting it in the church bulletins. Penny has sought a bilingual volunteer for the tour.

The tent and the shed installation were discussed, regarding how to prevent vandalism and its exact placement. Martin motioned to approve purchase. Seconded and approved. Unanimous.

Tent rental for the summer: Jim motioned to approve. Seconded and approved. Unanimous.

Auditors letter of engagement: Lisa moved to approve. Heather seconded. Approved. Unanimous.

Finance

No report.

Fundraising

No report.

Policy

Conflict of Interest: Chris moved to accept the policy. Bridget seconded. Approved. Unanimous.

Personnel

Mark sent out the *Director's Evaluation* to the director and board.

Skye Prichard is a proposed *new hire* as part time circulation assistant. Mark motioned to accept her. Jim seconded. Approved. Unanimous.

Long Range Planning

Chris met with Caroline regarding the *questionnaire* and the plan to increase the library usage by our non-English speaking population. Caroline has written a grant to support the open house on May 22nd.

The other part of the plan that is still to happen is that *ESL* has not yet started, due to COVID. The committee is hoping that will start in September.

Mark will meet with the committee to prepare for the *transition* before Chris leaves the board.

Grants

It is time to reactivate the committee with Nick and Caroline.

We will need to apply for a *construction grant* due to the need to replace the *elevator* — a six figure project. A grant would cover 50 per cent of the cost, and it can be added into the construction budget line. Caroline will send a proposal regarding the elevator to the whole board. Mark suggests getting a second opinion on whether we need the job done.

Buildings and Grounds

No further damage to *water damaged wall* in staff room is visible. Still awaiting roofers.

Time Capsule was buried on grounds to be unearthed in 2071.

Caroline solicited bids for the *blinds*. We have received one bid, and are awaiting further bids.

Marketing

Committee met to talk about efforts to reach out to *new second home owners*. Many already have the idea of giving to their libraries so we need to build that spirit.

Fundraising strategy needs to be devised regarding whether to have a seasonal campaign or on going.

Old Business

None

New Business

None

Jim motioned to close. Nick seconded. Approved at 7.05PM.

Respectfully submitted,

Martin Faint

Secretary

1. SFL pens in the White House (a fun story): A patron emailed the library account with a request that we send him a few pens that are available for patrons when they sign in to use the Library. They have "Southold Free Library" lettered on them. He explained that he and his wife loved them and the ones they had have since run out of ink. Susan brought this request to me and explained that she remembered this patron from last summer who said he was working for Pres Biden (who was at that time not yet elected). I approved Susan sending him 3 pens. One for him and his wife, and one to give to President Biden. We received the note on the next page in return.
2. Personnel: I have hired a part time circulation assistant to fill the 3 hour a week vacancy at a starting rate of \$14.00/hour. Skye Prichard has begun training. I think she will be a good fit.
3. I made the decision to stop requiring patrons to sign in and out when using the Library. Patrons are thrilled with this change.
4. Caterina, Danielle (intern) and I are excited to report that we have gotten very positive feedback about the grant application we worked on and I submitted to North Fork Side by Side. We expect to receive \$5,000 and will be offering a 'Family Fun Day' aimed at Hispanic/Latino families in the Community. It is scheduled for May 22nd (please mark your calendars) from 10:30-2:30. Plans include activities for children, library card sign up, a Social Worker with information about services such as SNAP, DMV info, and the like. In addition, we will be giving out 'book bundles' geared toward children in grades 1-4 and 5-8. We hope to see at least 25 families.
5. I would like to purchase a shed and rent a tent for the pocket park for summer programs. The shed has been priced at \$3550 and the Friends have pledged \$1200 to offset the cost. The shed company (local) has told us they will lay ground leveling gravel (\$1400 value) at no cost. Penny has contacted 2 tent companies to price rent on a 20'x20' tent from June 15th-August 15th. So far, McBurnie Tent Rentals in Cutchogue has given us the best price, with the friendliest service response. I would like authorization to proceed with these plans.
6. Notary service continues to be popular. In March I notarized 50 signatures and April (to date) I have notarized 26.
7. The Friends of the Library will be holding a plant sale next to the Book Cottage on May 1st from 10-1. They are hoping to raise a minimum of \$1500 for the Library. Face masks that are sold at the Library have raised \$200 to date.
8. I will have met with all committees/committee chairs over the month by Wed, either via email or in person. The LRP and Grant report is included in this package. I sent out a proposed Conflict of Interest policy earlier in the week.
9. I also met with East End Library Directors, as well as Suffolk County Library Directors, both via Zoom.
10. The budget hearing for the upcoming budget vote on 5/18 will be held on May 5th in the auditorium at the High School at 7:30.