

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

Meeting opened: 6.30pm

Present: David Robinson (President), Caroline MacArthur (Director), Martin Faint, Heather Romanelli, Camille Broussard, Lisa Davidoff, Nick Antonucci and Jim Roth.

Public: None

Minutes of June 2021 — Heather moved to accept. Jim seconded. Approved. Unanimous.

Warrants

Martin moved to accept. Heather seconded. Approved. Unanimous

Treasurer's Report

As submitted to the committee.

Director's Report

In addition to the Director's Report (see appendix), it was added that:
The scholarship recipient will be attending a school that will assist with NASCAR training.

The library is looking for a part time circulation person and reference person.

Finance

No report.

Fundraising

Lisa has found envelopes for donations. The library has some donation envelopes already mocked up by the marketing team, alongside donation bookmarks.

A member of the public has offered a \$2,000 donation, which will likely be assigned to new planters.

Policy

Updated library card policy. Martin moved to accept. Heather seconded. Approved. Unanimous.

Committees of the Board of Trustees policy will be sent to the whole board.

Personnel

No report. Camille will now be Chairperson of the committee.

Long Range Planning

No report.

Grants

Caroline is working on a grant to assist with the door replacement, and to receive a bid for the work.

Buildings and Grounds

No report.

Marketing

Caroline met with marketing company and the company is refreshing the webpage. Bridget has supplied some thoughts on it.

Nominating

The committee met with Pricilla Riley and Charles Barkley regarding their joining the board.

Pricilla Riley: Heather moves to accept, Jim seconded.

Charles Barkley: Lisa moves to accept, Heather seconded.

Positions to be voted on at the annual meeting are: David - President, Lisa - Vice President, Martin - Secretary, Heather - Treasurer.

Old Business

None

New Business

Discussed the sale of bricks to honor the service of former trustees.

Committee heads need a written report to be submitted to Caroline for AGM.

Jim motioned to close. Lisa seconded. Approved at 7.07 PM.

Respectfully submitted,
Martin Faint
Secretary

1. I received the following in an email from Kevin Verbese regarding upcoming discussions on issues outlined in the Trustee Handbook you all have. Both Jerry and Rebekkah are engaging and informative and I look forward to attending—registration information is below, or I am happy to register anyone interested in attending any of them.

You and your trustees are welcomed to join co-authors of the *Handbook for Library Trustees of New York State* Jerry Nichols and Rebekkah Smith Aldrich for an informative series of discussions on various topics related to trustee service in New York State. Each month trustees will be encouraged to read a chapter of the Trustee Handbook and send in questions that the authors will address at live events throughout the fall.

Registration is required. Registration and more information can be found here; <https://midhudson.org/trusteebookclub/>

2. I finished the work on submitting the final photos, forms, and answers on the renovation grant and I am expecting payment on the final 10% of that grant in the near future.
3. Devin Joseph Toman was the recipient of the annual Rensselaer G. Terry Memorial Scholarship. The criteria is a student enrolled in the Automotive BOCES program with the highest grade in that program, as well as passing all other academic classes.
4. Following the "Schedule of Operation" policy, the Library will begin Sunday hours on the weekend following Labor Day. The Library will be open from 1-5 on Sundays through Memorial Day weekend.
5. The Book Discussion Group will once again convene, beginning in September. I both enjoyed the break from reading books that sometimes are not to my taste, as well as very much look forward to seeing the group again and hearing all the intelligent comments and reactions to the books.
6. I worked with Dorothy Phillips to once again set up Canasta and Mahjongg groups. They are meeting again in the Community Room, to the delight of the organizer as well as the players.
7. The Keurig coffee machine is again set up and available for patrons, visitors, and staff to enjoy a cup of coffee, tea or hot chocolate while enjoying the beautiful adult reading room.
8. The Annual Empire State Libraries Fundraiser golf outing, cancelled last year, will be held on Sept 27, 2021 at The Vineyards Golf Club in Riverhead. I have information brochures, or you can access more at <http://www.pldainfo.com/fundraiser-129125-335686.html>. This event is sponsored by PLDA (Public Library Directors Association) and proceeds support worthwhile library initiatives and organizations in NYS.
9. The July 4th parade was extremely well attended by a very enthusiastic crowd. The antique truck was a hit from Maple Lane to the Presbyterian Church, where it needed to leave the parade. The rest of us continued to the Legion Hall, and I was able to let parents know their children would be arriving momentarily, and sure enough, Penny and Dana were there with the few children who had been in the truck bed before we knew it.

10. I have continued to work on the simple and inexpensive fundraising ideas Lisa and I spoke about—the marketing company is working on a donation envelope that can be printed and distributed throughout the building and in other strategic places in town.
11. I worked on a number of edits to the Library Card policy as presented to the committee, for board approval.
12. The window shades have all been installed, and are a huge improvement in both form and function.
13. The 20-21 budget is at slightly more than 8% under the figure that was budgeted, in spite of necessary COVID related spending. As more and more programs and services are being put in place, it will be good to have this fund balance moving forward.
14. The first art exhibit in the new Folk Room has been hung by students of Patricia McCarthy, with an artists reception on August 13th.
15. The Book Cottage business has been booming since they have fully reopened. The monthly Friends raffle is also back after its hiatus.
16. The audit work has been completed, and a draft audit will be sent to me soon. The Board will be getting a copy in August. As always, Al Coster is available to attend a board meeting in the future to review it and answer any questions from the Board.
17. Notary Public continues to be a thriving community service. I notarized 31 signatures in June, and 37 so far in July (as of 7/21).
18. It is with sadness that I accepted the resignation of Jheimy Uguna, effective Friday August 13th. She has been an employee for 4 years, working at the circulation desk while attending undergraduate school. As she wrote in her letter of resignation, she will be taking “another step forward in my life to continue and study medicine”. She will begin med school in the fall.