

**Minutes of The Southold Free Library Trustees Meeting.
June 22nd 2022**

Meeting opened: 6.26 pm.

Present: Lisa Davidoff (President), Caroline MacArthur (Director), Martin Faint, Jim Roth, Camille Broussard, Nick Antonucci, Tom Hudgens and Pricilla Reilly.

Public: Vincent Benic (Invited Architect)

Architect Presentation

Vincent and Caroline took a site tour last week. Vincent believes in making the library more of a presence in the downtown scene, all the more so with the greater pedestrian traffic now on the Main Road.

The current building is Richardsonian, and Arts and Crafts; it presents something of a defensive feel. Prior to the renovation, this prompted the question, what could be done to make it more inviting? A concept was presented with the front as a series of steps and platforms with green areas, plazas and shady areas.

Possible ideas for the future: push the parking lot back five feet, and add a green buffer in between the plaza and the parking lot; then add a staircase down to the pocket park area; create an outdoor room, with seating, and something of an amphitheater. The outdoor space could be used for programs, and accessible to the public. Costs for a similar design were \$0.5 million in 2015. They would be significantly more now.

Exterior renovations to the library building are needed, including: certain windows, (which were rotted in part due to the storm windows creating a heatsink), pointing, trim.

Minutes of May 2022

Jim motioned to approve. Lisa seconded. Approved, unanimous.

Warrants

Jim moved to accept May's warrant. Nick seconded. Approved, unanimous.

Treasurer's Report

As submitted to the committee.

Director's Report

See appendix.

In addition:

Book circulation was up for the first time in a while.

Finance

We are under budget for the year and in good shape.

Fundraising

We will start acknowledging and thanking people for donations to the library in the newsletter.

Nominating

No report

Policy

Camille moves to adopt the updated *Library Bill of Rights Policy*. Pricilla seconded. Approved. Unanimous.

Personnel

Will meet this week to review the director's contract; and new people and salary levels. They will discuss the Juneteenth holiday and the possibility of payment.

The committee notes that the staff is doing a phenomenal job. One Southold teen recently said while receiving a scholarship that Ms Penny had been a great guide in finding a direction in life.

The committee needs to ensure job descriptions mention diversity and inclusion.

Long Range Planning

Lisa motions to approve the Long Range Plan. Pricilla seconds. Approved. Unanimous.

Grants

No report.

There is an annual NYS construction grant that is worth applying to.

Buildings and Grounds

Roof work has been completed and the tree was removed from the chimney.

Old Business

None.

New Business

July 4th parade. There should be enough staff and board members to make it worthwhile. Oceans of Possibilities is the summer reading theme and could be part of the parade theme.

Lisa motioned to close. Martin seconded. Approved at 7:39 PM.

Respectfully submitted,
Martin Faint
Secretary

1. Carol Viteritti, a long time circulation desk assistant, retired at the beginning of June. She will be missed, and we had a small party to wish her all the best!
2. The tent has been set up in the pocket park, and there are many programs planned for that space this summer during the reading club. The 2022 summer reading club theme is 'Oceans of Possibilities' and the programs have an ocean/ocean life theme, as do the decorations in the building.
3. I have signed up the Library to participate in a blood pressure loaner kit program, sponsored by the American Heart Association, Stony Brook Hospital, and coordinated by SCLS. The Library will be receiving a total of 13 devices (10 'regular', 1 talking device for hearing impaired, 1 smaller cuff, 1 XL cuff) for patrons to borrow.
4. New tee shirts have arrived—they are being sold for \$15; however, each staff and trustee is eligible to receive one at no cost.
5. The summer newsletter has been printed, mailed and is also available online and in the building. Numerous patrons have commented favorably on the look and content.
6. On June 24th, the S.L.E.D. will be at SFL from 1-4. This mobile tech library 'bus' is impressive and I recommend you stopping by to check it out. Penny and Dana will be there offering summer program signup , with other activities and games.
7. Patchogue-Medford Library, the County's central library, has offered all libraries in Suffolk access to a mental health awareness training course online. Staff have all been signed up and we can access the short modules at times that work for individuals.
8. Other popular services that we continue to offer—bike locks for loan, museum passes, discount tickets to the LI Science Center and Aquarium, umbrellas, fishing poles, telescope. We also have been making available free COVID tests that I have been able to get through Suffolk County, and they continue to be taken by appreciative patrons. The notary service also continues to be popular and very much appreciated.
9. I attended a Director's meeting at the beautiful, newly renovated Bayport-Bluepoint Library. If you are in that area, I highly recommend a visit.