

**Minutes of The Southold Free Library Trustees Meeting.
October 26th 2022**

Meeting opened: 6.26 pm.

Present: Lisa Davidoff (President), Caroline MacArthur (Director), Martin Faint, Camille Broussard, Tom Hudgens, Nancy Stellato, Charles Barkley, Ann Ristuccia and Pricilla Reilly. Al Coster (Auditor)

Auditor Presentation

Al Coster presented the recent audit report. He noted a goal should be to build up the cash reserves to provide a buffer now the renovation is complete (potentially to around \$500,000). He also noted if future funds are committed to a project by the board, they can also be uncommitted by the board as necessary.

Public: None

Minutes of September 2022

Nancy motioned to approve. Charles seconded. Approved. Unanimous

Warrants

Priscilla moved to accept. Tom seconded. Approved. Unanimous

Treasurer's Report

As emailed to the committee.

Director's Report

As attached.

Finance

The Vanguard account name was updated.

We can make plans for bequest investments.

The committee is planning to hone the budget tracking over the year, improving the system to monitor actual expenditure vs. projected expenditures.

Charles motioned to accept but not act on the auditor's cash register recommendation.

Priscilla seconded. Approved. Unanimous.

Fundraising

Plans were made to announce and memorialize the Maureen Ostermann donation.

Nominating

No report

Policy

Folk Room Policy. Martin motioned to adopt the new policy. Lisa seconded. Approved. Unanimous.

Grounds Use Policy. Martin motioned to adopt the new policy. Lisa seconded. Approved. Unanimous. The *Grounds Use Policy* will continue to be revised as necessary.

Personnel

The committee is continuing to work on the personnel manual.

Long Range Planning

No report

Grants

Caroline had applied for the touch table grant. We were turned down for it, but the Darion foundation was able to partly fund the purchase of the table.

Buildings and Grounds

The plumbing repair is complete.

The cement step repair is ongoing.

The fire alarm control panel in the basement stopped working. Suffolk Security are working on fixing it, it should be covered by warranty.

Old Business.

None.

New Business

None.

Meeting closed at 7:46PM

Respectfully submitted,

Martin Faint

Secretary

NEXT MEETING to be held in the Media Room, November 16th 2022.

1. I attended the legislative breakfast at Smithtown Library on 9/23. It was a packed house with Library staff and many of the NYS representatives who support libraries and their missions. NYS Assemblyman Fred Theile, who is now the district 1 Assemblyperson, is a strong advocate and supporter of libraries. He was in attendance and I had the opportunity to introduce myself now that SFL is in his district.
2. Jim Faulknor, owner of Right Now Marketing and I met to discuss our website, social media, and other ways to promote the library. Goals include meeting with the new social media person at SCLS to discuss our social media presence, assistance with the annual appeal promotion, replacing the online calendar and program sign up product with one that is more user friendly, as well as a few other tweaks to the webpage.
3. The Nov/Dec newsletter is set to be mailed tomorrow—it has been posted on the website already. Hard copies were delivered to the Library this morning.
4. I met with a reporter from the Suffolk Times who is writing a piece on the 'things' that the North Fork Libraries lend out. I have not heard back since she was here last week but I don't think it's been published yet.
5. An insurance representative from Utica came out to meet with me to do an on-site risk assessment inspection. This used to be an annual inspection, however this was her first time here since the Library was moved back into the renovated building. There were four recommendations for action which I will pursue in the next few weeks. (2 policies were recommended; 2 new procedures, and one simple repair).
6. I once again served on the SCLS Construction Grant committee to make recommendations on applications from libraries throughout Suffolk County. We awarded the allotted \$2.1million to the 17 libraries that applied this year.
7. I attended both the Public Library Directors Association and East End Directors meetings this month. The EED was hosted here at Southold—thank you to the board members who were able to attend to hear from Kevin Verbese regarding the SCLS budget proposal. I am the regional rep for the PLDA.
8. The 'buddy bench' that is being donated from Kait's Angels was offered to the 4 Southold Town libraries. Mattituck, Cutchogue and Southold have accepted this donation. I would like to put the bench near the book cottage for the visibility it will get there.
9. Distribution of both COVID tests and small bottles of hand sanitizer continue to be popular items with patrons. There is still a solid need for this service in the community. I have been able to keep up with the demand for tests via SCLS, who coordinate orders through Suffolk County.
10. I will be away next week at the annual New York Library Association Conference in Saratoga Springs. I am looking forward to attending again for the first time in many years.