

**Minutes of The Southold Free Library Trustees Meeting.
January 25, 2023**

Meeting opened: 6.29 pm.

Present: Lisa Davidoff (President), Caroline MacArthur (Director), Nicholas Antonucci, Camille Broussard, Charles Barkley, Thomas Hudgens, Priscilla Reilly, Ann Ristuccia, James Roth and Nancy Stellato.

Public: None

Minutes of November 2022

Jim motioned to approve. Priscilla seconded. Approved. Unanimous.

Approval of Warrants

Camille moved to accept. Nancy seconded. Approved. Unanimous.

Treasurer's Report

The report was emailed to Board on January 23rd.

Director's Report Attached below as Appendix A.

Finance

As discussed at the last meeting, the Committee moved some of the Whittaker Fund and the Memorial Maintenance Fund into CDs to capture a better rate of interest. They also continued to work on a multi-year budget plan to incorporate expenditures necessary to the Library's long-range planning. To that end the Finance Committee approved a 2% tax levy, \$1,155,057, for 2023-2024 fiscal year ballot. Thomas moved to accept. Lisa seconded. Approved. Unanimous.

Fundraising

The annual appeal letter will go out soon.

Policy

The updated ground usage policy, including no overnight parking was presented. Nick moved to accept. Nancy seconded. Approved. Unanimous.

Personnel

Personnel Committee has approved edits to the personnel manual. The final document will be prepared for the Board.

Long Range Planning

Chair, Jim Roth reported that the Committee continues to develop the list of major expenses and capital improvements needed for the Library. The Board tour of the library building and grounds at the April meeting will help them incorporate all necessary items and begin to set priorities for the coming five years. Discussion followed. President Davidoff stressed the importance that all committees share and discuss priorities and needs.

Grants

Chair, Nick Antonucci moved that the Grants Committee become an Ad-Hoc Committee of the Board. Priscilla seconded. Approved. Unanimous.

Buildings and Grounds

Chair, Nick Antonucci reported on the committee's recent meeting to review maintenance and long-range planning issues. The Board discussed options for using library grounds. It was agreed that Board members would meet at the April 26th meeting to walk through the building and grounds.

Old Business.

None.

New Business

- Caroline requested Board approval to attend the annual New York Legislative Library Advocacy Day in Albany on February 28, 2023. Camille motioned. Priscilla seconded. Approved. Unanimous.
- Caroline requested approval to purchase a subscription to new library calendaring software for time and room management from Library Market. Nick motioned. Jim seconded. Approved. Unanimous.

Meeting closed at 7:10 PM

Respectfully submitted,
Camille Broussard, *Acting Secretary*

NEXT MEETING to be held in the Community Room, February 22, 2023.

Appendix A: Director's Report January 25, 2023

- Penny requested that Chem Dry come to clean the carpet in the Teen Room, as well as the chairs and ottomans from both teen and children's depts. It was much needed, and I had her set up the work. It looks noticeably better in both areas. The teen room has a strict 'no food or drink' rule since that caused most of the need for cleaning.
- Tween space: Penny and Dana met with me to discuss the need for a 'tween' area in the Library. The enclosed teen room is strictly for 6th grade and up. The children's room is most appropriate for children birth to 4th grade. Patrons between these ages were getting moved around to find a Library area for them to enjoy. So, we have put together a small 'nook' on the 2nd floor for children in grades 4-6. There is a magnetic blackboard, beanbag chairs, and we will add a Nintendo Switch Lite and gaming laptop. The hope is that more young people will feel welcome and comfortable in the Library. It has been shown to classes in that age group that visit the library and will be highlighted in the next newsletter.
- Lobby Day: I have made plans to travel to Albany on Feb 27th-28th for the purpose of meeting with NYS legislators to discuss the need for library funding and construction grant funding, as well as other current legislative issues. This annual trip made by Library staff and trustees has a real impact on the legislators. We bring a strong message of the impact of libraries on their constituents. I request that the Board approve travel expenses not to exceed \$350. (hotel, ferry, mileage split 50%).
- I attended a meeting with the owner of a company that offers library calendars for websites, highlighting library events and patron registration of programs. It is a much more user-friendly product than is currently in use, and I very much would like to implement it. Both staff and patrons will benefit greatly from the features offered. The cost is \$2,000 for setup and implementation, and \$1500 per year. In other words, startup would be \$3500, with \$1500 annually moving forward. Many other libraries in Suffolk use this, including Cutchogue and Mattituck so in addition to its ease of use, it will also be familiar to patrons who attend programs at the neighboring libraries. I request the board approve the migration to this new and improved product.
- I have ordered the custom-made puzzle table which will ship sometime in March after it is built. In the meantime, we have put out a puzzle (on a card table) in the space, to the delight of some of the 'regulars'. One has already been completed, and a second is well on its way. I look forward to offering puzzles on a beautiful new table. When it is in place, I will order a small plaque to memorialize Gayle Kaplan, and contact Micah Kaplan to let him know.

- Dana has been working with EAP and me to plan a series of staff wellness programs. She did a survey among the staff and has 3 programs planned in the coming months.

The top 3 picks from staff are "Progressive Relaxation for Stress Reduction", "Emotional Intelligence: What is your EQ?", and "Mindfulness 1: Living in a Stressed-Out World". A representative from EAP will conduct the workshops, and Dana and I will setup a breakfast. They will take place in the morning before the Library opens.

- Many years ago (prior to 1998) local artist John Wissemann donated a painting to the Library and it hung on the brick wall next to where the circ desk used to be located. The glass frame was cracked in one of the Library moves so it wasn't rehung after the renovation. He recently passed away, and the Friends' of the Library paid to have the glass repaired, and it has been rehung in the same place, much to the delight of staff.

- I would like to officially thank everyone for attending the holiday party last month—it was a nice evening and a great opportunity for staff to meet board members and vice versa in a comfortable and convivial setting! I would like to host it again in the same space which felt roomy and cozy at the same time.

- I would also like to thank the Board for a productive and positive 2022. With a supportive and proactive board, I feel that the staff is empowered to offer superior service, and patrons notice!