

Minutes of The Southold Free Library Trustees Meeting. April 26, 2023

Meeting opened: 6.35 pm.

Present: Lisa Davidoff (President), Caroline MacArthur (Director), Nicholas Antonucci, Camille Broussard, Thomas Hudgens, Priscilla Reilly, and Ann Ristuccia.

Public: None

Minutes of March 22, 2023

The minutes were approved as written by unanimous vote.

Approval of Warrants

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

Treasurer's Report

The report was emailed to Board on April 14, 2023.

Director's Report

Attached below as Appendix A. Discussion of programs and increased book circulation followed.

Finance

As previously discussed, the Committee moved funds to protect our investments. All funds are now collateralized and protected. They also continued to work on a multi-year budget plan to incorporate expenditures necessary to the Library's long-range planning.

Fundraising

The annual appeal letter is in process.

Policy

- The updated policy limiting cell phone use in the library was presented.

Patricia moved to accept. Ann seconded. Approved. Unanimous. • The updated policy on ensuring compliance with all provisions of the Americans with Disabilities ACT (ADA) was presented. Ann moved to accept. Thomas seconded. Approved. Unanimous.

Personnel

Personnel Committee has approved edits to the personnel manual. The

final draft of the document will be sent to the Board for review shortly. The Committee is working on the annual performance evaluation of the Director.

Long Range Planning

Committee report held over to next meeting.

Buildings and Grounds

Chair, Nick Antonucci reported on the necessary maintenance issues as well as the Committee's continued work on long-range planning issues. The Board discussed options for using library grounds. It was agreed that the Board would continue to discuss developing this agenda for the upcoming year.

Old Business.

None.

Meeting was adjourned closed at 7:10 PM

Respectfully submitted,
Camille Broussard, *Acting Secretary*

NEXT MEETING to be held on May 17, 2023.

Board of Trustees

Director's report

April 26, 2023

- The new online event calendar, room reservation and program registration platform went live on Friday, 4/21. Staff attended a training, and now that it is live, it is easier to learn and navigate. This is a huge improvement in customer service. I am thrilled to see it moving forward.
- SCLS now has a marketing support department, including a person who is expert in social media services. Noah visited the library and met with Penny and I to review and suggest improvements in how we use digital marketing. It was a good first step and we plan to have followup conversations in the future.
- The May/June newsletter is in final proofing stages and will be printed and mailed before the end of April.
- The staff wellness series continued with a presentation on Emotional Intelligence. It was well attended and interesting. The next workshop is mindfulness and stress reduction. Following that, based on staff suggestions, we will have tea and scones to debrief on the first 3 workshops, and offer yoga, Henna, etc in the future. Staff member and EAP rep Dana Bruey has been the driving force on this which is well received and appreciated by all staff.
- The Friends of the Library's plant sale will be held on May 6th in front of the Book Cottage. This has been a good fundraiser in past years. Rain date is the 7th. Flowers, hanging baskets, and other plants will be for sale.
- I have reserved May 16th for the annual Friends appreciation luncheon. The Book Cottage volunteers love this yearly event. We will once again be dining at Touch of Venice.
- I prepared budget information for the webpage and was asked to send it for an article in the Suffolk Times (4/13/23 issue). I have not received any feedback. Just a reminder, the vote is May 16th.

