

Minutes of The Southold Free Library Trustees Meeting May 17, 2023

Meeting called to order at 6:25 pm

PRESENT: Caroline MacArthur (Director), Lisa Davidoff (Pres.), Jim Roth (VP), Nick Antonucci, Tom Hudgens, Priscilla Reilly, Ann Ristuccia, Camille Broussard, Nancy Stellato

No public present

Minutes of April 26, 2023

Approved unanimously

Approval of Warrants

Jim moved to accept. Priscilla seconded. Unanimously approved.

Treasurer's Report

The report was emailed to the Board on 5/15/2023

Director's Report

Caroline will meet with Chief of Police Flatley regarding the continued presence of a non-tax paying individual at the library. Police were recently on site at the time a Children's Program was finishing. There is concern that patrons may avoid the library because of his continued presence.

Caroline would like to have door replacement work done on 6/19 when the Library is closed. The letters from Mr. Gladstone regarding his perception of a lack of Spanish language materials was emailed to the Board along with Lisa's reply. The Library continues to offer both Spanish language reading materials and programs. Lisa suggested highlighting this in the Library Newsletters.

Finance Committee

The Library account is fully collateralized at Dime Savings Bank. The Board accepted the new audit letter and will move forward with the audit.

Fundraising Committee

No updates

Policy Committee

The committee has worked along with Caroline to update and or retire various Library policies. Caroline will add the edits and send them to the Board for approval at the next meeting.

Personnel Committee

The Director's Evaluation was sent to all Board members. Suggestions were made to include more categories, to update and clarify wording, to define benchmarks, and to add space for

comments if a grade is less than an “E”. The Board discussed that it is difficult to evaluate the Director’s interaction and leadership activities with the Library staff since this is infrequently observed by Board members. Camille asked the Board to send these suggestions to her.

Long Range Planning

No news.

Buildings and Grounds Committee

Nick has created a Google Document with details about proposed projects and needed repair work. There has been a plumbing issue with the ejector pump due to flushing cleaning wipes. The person suspected of this activity has been asked to cease and it is anticipated that this problem has been resolved.

HVAC-Kolb Mechanics have found a leak in the system and will be repairing it. Parking lot paving estimates have been received by East End Asphalt and one from Corazzini is pending. A date needs to be set for closing the parking lot.

A base on one of the light posts is broken. The building committee will meet again and document all of the potential repairs to the facility and grounds,

Old Business

An updated Library Personnel manual will be distributed to the staff

New Business

Caroline asked that for the June meeting the Board approve (or not) the salary scale which goes into effect 7/1/2023.

The dedication of a bench will take place rain or shine on Saturday, 5/20/2023 at 1pm. The bench is located to the left of the Book Cottage.

Meeting adjourned at 7:12 pm. Motion to adjourn by Lisa and seconded by Jim

Next meeting will take place on June 14, 2023 at 6:30 pm

Respectfully submitted by Nancy Stellato, Secretary