

## **Amended Minutes of The Southold Free Library Trustees Meeting June 21, 2023**

Meeting called to order at 6:28 pm by Lisa

**Present:** Caroline MacArthur (Director), Lisa Davidoff (President), Jim Roth (Vice President), Priscilla Reilly (Treasurer), Nancy Stellato (Secretary), Charles Barkley, Nick Antonucci, Camille Broussard, Ann Ristuccia

**Public present:** Liz Burns, Daniel Gladstone

**Public expression:** Mr. Gladstone addressed the board about his concerns that he sent to Lisa by mail last month and that Lisa shared with Caroline and the Board. Tonight Mr. Gladstone further described his recent experience visiting the SFL and finding limited Spanish language reading material, especially for adults. He stated that he found a larger selection as well as a full time bi-lingual librarian and a “robust ESL program” at the Cutchogue Library which has a smaller Hispanic population than Southold. He asked the Board to continue to expand ESL programs and materials, especially for adults. Mr. Gladstone suggested an informal volunteer ESL program and is willing to volunteer.

**Board response:** Mr. Gladstone’s comments were acknowledged by the Board and Director.

**Minutes** from the meeting of 5/17/2023: emailed to Board members. Ann motioned to accept. Charles seconded. Unanimously approved.

**Treasurer’s Report:** emailed to Board members. Jim motioned to approve. Ann seconded. Unanimously approved.

**Warrants:** No comments. Unanimously approved.

**Director’s Report:** emailed to Board members. Caroline added that the most recent Library Newsletter (July/August issue) advertised that the SFL is actively seeking to employ an ESL instructor for regularly scheduled classes. The new entry door has been installed. The sheetrock and weatherstripping work has not yet been completed. Cathy Demeroto, C.A.S.T. Executive Director will be meeting with the library staff to coordinate some of the ESL programs and to talk with library staff about resources that may be available and useful for individuals experiencing homelessness who visit the SFL. The (financial) auditor will be on site July 10,11,12. E-book circulation has outpaced book circulation. Circulation is up in general. The Library received an unexpected donation from the estate of Janet Schmidt this week. The amount is approximately \$9500 and is unrestricted. The Board will work to agree on how to best use this generous gift. The potential for designated work spaces for patrons was mentioned. The Summer Library Tour for all patrons has begun and encourages patrons of all ages to visit libraries throughout Suffolk County. Details are in the Newsletter.

## **Committee Reports**

**Finance:** Upcoming audit in July

**Fundraising:** Lisa plans to expand legacy giving. The committee is working on an annual appeal letter. Library funds are “in good shape”. The focus for fundraising is on Long Range Plans for the physical structure and surroundings and for expanded programs.

**Policy:** no updates at present, however the committee will continue to review and update Library policies.

**Personnel:** Camille stated that the committee continues to work on diversity and inclusion language as it relates to staff and new hires. The committee is reviewing the budget and a future ESL position.

**Long Range Planning:** expect to hear more in the fall.

**Building and Grounds:** Committee met on 6/13. Children’s librarian, Dana discussed her vision for “an enchanted walkway” story walk as access into the pocket park. The committee agrees that input from library staff is useful and encouraged with projects of this nature. Caroline recently heard from a vendor regarding storyboard options for this space. The committee will seek input from a landscape architect for this project. Nick has created a shared document to organize and update the various projects, repairs, and renovations that are proposed or are in progress. Caroline would like to remove the dead tree that is a potential hazard. She will contact Feather Hill management since the tree is on FH property. Two estimates for the parking lot have been submitted. Corazzini is \$500 less than East End Asphalt. All agree to wait until the summer’s end to start this work to avoid the heat. The wooden doors will also be replaced at that time. Rodent control is ongoing. New signs on the Travelers Street entrance and on Main Road should be refreshed. Caroline will call painters regarding painting the trim. Black is the suggested color.

**Old Business:** All trustees must complete Trustee training by year’s end. An in person workshop can take place at the Sept. Board meeting or it can be completed on the ALA website. The Terry Family Scholarship will be retired since it is no longer funded by the Terry Family. Lisa motioned to retire the scholarship and Ann seconded. Caroline will inform the high school of this change. The Board will consider funding a new scholarship with equity, diversity and inclusion in mind. Students will apply for it and the recipient will be selected by the library board/staff/director, not by Southold High School. The 4th of July parade will start at Maple Lane. All board members are invited to march with the SFL.

Caroline was recognized by the Board for her dedicated 25 years of service and was given a Kip Bedell painting that she admired while it was on display in the Library. We all congratulate and appreciate Caroline’s many contributions during her tenure as Director.

The meeting closed at 7:29 pm

Next meeting is planned for Wednesday, July 26, 2023 at 6:30 pm.

Respectfully submitted,  
Nancy Stellato, Secretary