

**Minutes of the Southold Free Library Trustees Meeting
February 28, 2024**

Meeting opened: 6:29 pm

Present: L.Davidoff (Pres), C.MacArthur (Director), J.Roth, P.Reilly, A.Ristuccia, C.Broussard, N. Colón, M.Daddona, T.Hudgens, N.Stellato

Absent: N.Antonucci

Public: D. Gladstone read a written statement to the board. A printed copy was provided to all in attendance.

Minutes of 1/24/24: Camille motioned to approve. Ann seconded. Approved, unanimous.

Treasurer's Report: Unanimously approved.

Warrants: Jim asked if in the future these can be presented by category or subject. Caroline stated that this had been done in the past and can be resumed. Jim motioned to approve the warrants. Nick C. seconded. Approved, unanimous.

Director's Report: As submitted to trustees. Additional remarks by Caroline include that she met with Sonja Spar who works for the Town of Southold to bridge with Spanish speaking community members. Other local library directors have met with Sonja to express perceived relevant needs in their libraries. A program is planned in March for 9th graders whose families may be unfamiliar with the American college application process. Caroline also met with her Library student mentee. The 4/24 meeting is expected to be longer because Kevin will be presenting information to the board that will include annual trustee training. Board members are encouraged to tell Lisa or Caroline if there are specific subjects they are interested in.

Finance: The committee met regarding the tax levy/budget. Jim motioned to approve the tax levy. Matt seconded. Approved, unanimous. No other updates.

Fundraising: no updates. Caroline stated that she received a check earmarked specifically for the scholarship. A separate fund will be established for this purpose.

Policy: Caroline would like the board to add a Patron Conduct policy to limit restroom use to 15 minutes in light of a recent incident when an individual was found unresponsive due to drug overdose following repeated and excessive time in the library restroom. A discussion about issuing a key followed, however, Caroline is not in favor of having library staff handing out keys. All were in favor of establishing a 15 minute restroom use policy and revisiting such as the need arises. Jim is completing an Emergency Action Plan and would like input from the board before the next meeting.

Personnel: Camille has no updates other than to remind trustees to complete the Director's evaluation which will be forthcoming by email shortly.

Long Range Planning: Lisa and Caroline will be interviewing architects this week for the Pocket Park. A \$250k grant from DASNY is expected and we need proposals (ideally from local contractors) to move forward with the grant.

Building & Grounds: Tom stated that the projector update will be completed shortly. NFWW is working on a full exterior bid (windows, gutters, etc). Committee will seek another bid for comparison.

Old Business: Jim was in contact with Reflective Image (a nationwide company with a Greenport location) for the new sign. He received a quote of \$4600 with no installation fee. This includes a 6x6 post wrapped in PVC (maintenance free) with 2 signs (inserts), date appears on both sides of the sign. All are in favor of moving ahead to complete the sign installation.

Budget Planning: Nick C. stated that the tax levy is under 12k and comes in at 1.2 million from the school budget. The increases to the budget are related to personnel (2%) and health insurance (10%) costs. The committees (LRP and B&G) should work towards 3-5 year plans for updates to security systems and physical/structural improvements.

Caroline will be out on leave starting 3/13. Penny, Susan, and Dana will cover in her absence.

Open meeting adjourned: 7:22 pm. Mr Gladstone left the meeting.

Executive Session followed commencing at 7:25 pm.

Respectfully submitted,
Nancy Stellato
Secretary