

South Country Library
BOARD OF TRUSTEES MEETING
April 21, 2016
MINUTES

I. CALL TO ORDER

A. Kamran called the meeting to order at 7:05 p. m

Present: J. Neal, A. Kamran, J. Johnson, M. Cavaleri, ~~W. Klaiber~~, J. Long
Merrill, A. Graham, G. Cruz, C. Gagliano

Absent: W. Klaiber

Staff/Audience: A. Hogle, C. Tucker, D. Iadicicco and A. Portz

II. Remarks from the Audience: none

III. APPROVAL OF THE MINUTES OF THE December 2015, January
2016, February 2016 and March 2016 MEETING

Corrections

J. Neal made a motion to approve the Minutes of the December 2015,
January 2016, February 2016 and March 2016 meeting, seconded by M.
Cavaleri. The vote was unanimous.

IV. Report of the Treasurer A. Graham

Discussion of credit card activity for the previous month. Ada
suggests adding credit card summary to the board packs each
month. Ada suggested developing a best practices for credit cards.
She discussed the budget and the fiscal year is now $\frac{3}{4}$ through. The
budget reflects the expenses are at 69.37% as of March 31.

A. Balance Sheets

1. General Fund	\$2,044,516.93
2. Endowment Fund	\$38,161.64
3. Capital Fund	\$423,203.53

B. Operating Warrants

A. Kamran stated that the treasurer's report be placed on file for audit.

V. Report of the Director and Departments

A. Department Reports

1. Circulation
2. Reference
3. Young Adults
4. Children's
5. Tech Services
6. Network Administrator

Anne reflected on the monthly meetings that staff attended in the last month;

- Caithness stage II issues are still being worked out at multiple levels, public and governmental.
- Emergency Management Services held a forum for libraries on the subjects of mental illness, safety and drug increases in Suffolk County. There will be two Narcan Training sessions for staff provided by SCLS.
- Zone meeting discussed Narcan & overdoses, mental illness, Flex time, salaries, marketing and events.
- Staff attended Autism training.
- South Country Initiative meeting focused on jobs and early education and the new family center.
- SCLS continues to have trouble with scoping and updates to the operating platform of Sierra.
- Imbedded Veteran's help at the S.C. libraries is being developed. M. Cavaleri will be following up on this and would like to start this at the library.
- At a meeting with the Middle School Principal, a plan to have bus passes given to students to allow use of the late bus is almost finalized. A question of liability came up regarding students walking back to the school. Mr. Davies will discuss the next step with the Superintendent.

- Staff had an ADA workshop on working with sight and hearing impaired patrons. Some changes will be to have a large print newspaper and newer visual enhancements for the public. Valerie Lewis from SCLS gave the workshop.
- The Department of Labor Job Fair was very successful. About 250 people attended with 60 employers represented. P. O'Leary was the library coordinator. The job Fair will be held at many Suffolk Libraries.
- A SCLS workshop was held about rethinking the service desk and its changing role. Circulation and reference roles are being redefined with the changing user of the library.

J. Neal made a motion to approve the Report of the Director, seconded by J. Johnson. The vote was unanimous.

VI. Report of the Committees

A. Budget & Finance-

B. Buildings & Grounds– set meeting date - April 27 or May 4?

It was decided to hold meeting on May 4th at 7:00 pm. Anne asked if all the Trustees could attend since the HVAC system will be discussed.

A. Kamran also would like to develop a RFP for landscaping contracts.

C. Personnel- no

D. Community Affairs-no

E. Hubbard Fund- Patrick O'Leary is requesting \$800.00 for the Adult Summer Reading program. J. Long Merrill made a motion to approve the request, seconded by M. Cavaleri. The vote was unanimous.

F. Long Range Planning-no

G. Nominating Committee-Will meet to select of slate of Officers.

VII. Old Business– Patron’s debit/credit card use, Tabled

VIII. New Business- Peace pole dedication will be held after the Memorial Day Parade. A. Kamran will select the readings. J. Neal & J. Johnson will buy flowers. G. Cruz will install pole. E. Sokol will provide music.

Policy Discussion Tabled. A. Graham would like a comparison of the old and updated versions.

IX. Other- Handout, marketing will be used as a starting point to develop a marketing plan.

X. Remarks from the Audience C. Tucker spoke about attending the PLA conference. Highlights were Author talks, Senior patron programs and outreach.

XI. Adjournment

A. Kamran made a motion, seconded by C. Gagliano to adjourn the meeting at 8:30 p.m. The vote was unanimous.

Executive session no