

**South Country Library
BOARD OF TRUSTEES MEETING
September 21, 2017
MINUTES**

I. CALL TO ORDER

Joann Neal called the meeting to order at 7:19 p.m

Present: J. Neal, A. Kamran, J. Johnson, C. Trent, G. Cruz, R. Hunt, M. Gillette, S. Binnington

Absent: C. Gagliano

Staff/Audience: K. Sembler, P.O'Leary, F. Wiener

II. Remarks from the Audience:

III. APPROVAL OF THE MINUTES OF THE August 17, 2017 MEETING

C. Trent made a motion to approve the Minutes of the August 17, 2017 meeting, seconded by M. Gillette. The vote was 7 Ayes and one abstention (A. Kamran). The motion carried.

IV. Report of the Treasurer

A. Balance Sheets

- 1. General Fund**
- 2. Endowment Fund**
- 3. Capital Fund**

B. Operating Warrants

J. Neal stated that the treasurer's report be placed on file for audit.

V. Report of the Administrators

- A. Kamran made a motion to approve the Report of the Administrators, seconded by J. Johnson. The vote was unanimous.

VI. Report of the Committees:

- A. Budget & Finance- none

- B. Buildings & Grounds- A. Kamran voiced a concern about the vines growing in the outside mechanical area. S. Binnington mentioned that the trees the Bellport Garden Club donates are only for Bellport village owned property.

- C. Personnel- Met on Sept. 7 at 7pm. In attendance were, C. Trent, G. Cruz, C. Gagliano, J. Johnson, J. Neal, R. Hunt. The Committee reviewed all the evaluation questions on the Assistant Director and Director evaluation forms. After some discussion two questions were eliminated from the Assistant Director form and some questions changed on the Directors form. If a Board member is unsure of any question, they should ask the Director. The Library Board will receive the corrected form at the September Board meeting. The vote to approve the form will be at the October meeting. The Personnel committee will accumulate the forms and present the evaluation at the executive session of the November meeting.

- D. Community Affairs- The Library was represented at the Kids Day event and staff will be in attendance at the Angels of Long Island, Fall Festival. It was mentioned that teen volunteers helped out at the Friends of the Library Book Sale.

- E. Hubbard Fund- none

- F. Long Range Planning- none

G. Nominating Committee- none

VII. Old Business

A. Changing the date of Board Meetings- After being discussed, the topic is tabled until October's meeting.

VIII. New Business

A. Common Vote Day-

A. Kamran made a motion, seconded by C. Trent to approve April 10, 2018 as our Budget and Trustee Election day. The vote was unanimous.

B. NYS Construction Grant-

C.Trent made a motion, seconded by M. Gillette to approve applying for a NYS Public Library Construction Grant to switch the interior lighting to LED. The vote was unanimous.

C. Post Office Lease Renewal- Referred to the lawyer.

D. Staff Break Room Floor-

A.Kamran made a motion, seconded by M. Gillette to replace the old, stained carpeting in the break room with vinyl flooring at the cost of \$3,250.00. The vote was unanimous.

E. Review and Approve Social Media Policy-

J. Johnson made a motion, seconded by M. Gillette to approve the Social Media Policy as amended. The vote was unanimous.

IX. Other-

X. Remarks from the Audience-

XI. Executive Session- Entered into to discuss personnel matters.

XII. Adjournment

M. Gillette made a motion, seconded by J. Johnson to adjourn the meeting at 8:35p.m. The vote was unanimous.