

South Country Library
BOARD OF TRUSTEES MEETING

June 16, 2016

MINUTES

I. CALL TO ORDER

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

Present: G. Cruz, J. Neal, A. Kamran, J. Long Merrill, A. Graham, C. Gagliano, R. Hunt

Absent: J. Johnson, W. Klaiber

Staff: K. Sembler, F. Wiener, C. Stucko, K. Kellenberger, P. O'Leary

Audience: K. Verbese - Director of Suffolk Cooperative Library System, Lawrence Curcio

II. Nominating Committee and Vote:

A. The public does not have to be notified of committee meetings as per stated in trustee handbook. Trustees may sign up for a committee.

B. The slates of candidates were presented to the Board for a vote;

Slate#1 -President-G. Cruz

Vice-president- J. Long Merrill

Treasurer – A. Graham

Secretary – C. Gagliano

Slate#2 – President – A. Kamran

Vice President – J. Neal

Treasurer – W. Klaiber

Secretary- open

J. Long Merrill made a motion to vote for slate #1, seconded by R. Hunt. The vote was 6 yes and 1 abstention.

III. Remarks from the Audience:

Absent: K. Sembler, P. O'Leary

K. Verbese, Director of the Suffolk Cooperative Library System, presented an overview of a library director search process. A packet was distributed containing: a sample of library director's job description, sample interview questions and information regarding library director's salaries in the area. Questions were asked regarding hiring an assistant director, benefits included: salary, retirement benefits, visiting candidate's library and including staff and or community members in the interview process. Mr. Verbessy recommends sending each candidate a job description, library budget, library news, web-page and salary range.

Executive session began at 7:15

General session resumed at 8:05

IV. Committee Assignments- Tabled until July

V. Discussion of having a future fundraising committee

VI. Discussion of the Friends of the Library group. Put on hold until we have a new director.

VII. APPROVAL OF THE MINUTES OF THE APRIL 21, 2016 MINUTES

Motion to approve minutes by J. Neal, seconded by A. Kamran.

Corrections:

A. A motion was made by A. Graham to hold the Paint Night and seconded by J. Neal.

Motion was defeated on a vote 3 for – 4 against.

B. Done before the meeting began, HVAC discussion Reliance Mechanic presented their findings and suggestions.

C. The Budget and Finance Committee will meet on May 27 at 6pm to discuss credit card proposals.

The minutes were approved as corrected.

VIII. Report of the Treasurer:

1. General Fund..... \$1,710,174.43

2. Endowment Fund\$ 38, 166.42

3. Capital Fund.....\$ 412,187.47

A. Operating Warrants

Gino Cruz stated that the treasurer's report be placed on file for audit.

IX. Discussion of the Fire Inspection Report-

P. O'Leary reported that Village fire inspection included 24 items to be completed by July 1st. The completion date will be extended to September 1st for any item which requires an outside vendor.

A. Graham suggested that the interim director be allowed to contact vendors.

Monies in surplus can be moved to capital funds at the end of the fiscal year to be used for repairs from the fire inspection report.

X. Report of the Director

Basic and Advanced Excel classes were given to the administrative clerks of the South Country School District. A detailed Fire Inspection with violations needs to be addressed. The exterior door in the staff room needs to be replaced, as well as electrical work in the kitchen and windows need to be put in working order. An update of personnel, building and hiring policies needs to be worked on as well as a long term time line of projects.

A. Graham motion to approve the Report of the Director, seconded by R. Hunt. The vote was unanimous.

XI. Report of the Committees

A. Budget & Finance-

In attendance of the May 27th meeting was A. Graham, J. Neal, A. Hoyga, A. Kamran. Proposal A is to be added to the credit card policy of the Trustee Handbook.

1. A. Graham distributed the following paragraph for inclusion in Section 23 of the Handbook:

Any monetary rewards resulting from credit card purchases (e.g. from loyalty programs), will be reported as Miscellaneous Income, debited against the appropriate expense code, and reported separately as part of the Treasurer's report at monthly board meetings, Furthermore, these monetary rewards should be used exclusively for purchases for library materials that can be checked out by patrons or are available for use within the library.

A. Kamran made a motion to accept proposal A, and seconded by J. Neal. The vote was unanimous.

B. Buildings and Grounds- discussion of fire inspection findings

C. Personnel -none

D. Community Affairs -none

E. Long Range Planning -none

F. Hubbard Fund- J. Long Merrill made a motion that the raffle for Bellport Day not exceed more than \$150.00 from the Hubbard Fund, seconded by R. Hunt. The vote was unanimous.

G. Nominating Committee- Presented Slate of Officers.

XII. Old business

**A. Paint Nite Fundraiser – Rescheduled for Thursday, September 8, 2016.
\$ 100.00 deposit will be lost if the September 8th date is changed or cancelled. A guarantee of 35 patrons is required. Non-alcoholic event, reason for doing fundraising and putting money toward social services was reviewed.**

XIII. New Business

A. Renewal of Legal services contract with Tom Voltz is tabled.

XIV. Remarks from the Audience

F. Weiner asked about the profit from the Paint Nite. A ticket is \$45.00 with the library receiving \$15.00 of each ticket sold.

XV. Public Adjournment at 9:11.

XVI. Executive session

A. Graham made a motion, seconded by J. Neal to adjourn the executive session at 9:40pm.