

**Floyd Memorial Library
Board of Trustees Annual Meeting
Monday, July 10, 2023**

I. Call to Order

- A. Meeting called to order at 6:08pm
- B. D. Mulvaney, R. Gabriel, P. Sacks, T. Byrne, B. Leveille, E. Nasto in attendance

II. Election of New Officers

- A. President - Diane Mulvaney
- B. Vice President- Tom Byrne
- C. Secretary- Brenna Leveille
- D. Treasurer- Peter Sacks

- E. Motion to approve made by R. Gabriel and seconded by T. Byrne

III. Review of Trustee Committee Assignments

- A. Reviewed and agreed upon. E. Nasto will send out via email.

IV. Approval of Minutes - June 5, 2023

- A. Motion to approve minutes T. Byrne, seconded by P. Sacks, unanimous

V. Friends Group Report

- A. No report this month

VI. Treasurer's Report

- A. Money transferred from Operating back to Investment account
- B. Money received from Oyster Ponds School District. Waiting on new check from Greenport School District (issue with mail)
- C. Last fiscal year is over.
- D. New fiscal year has started.
 - 1. Raises given to everyone
- E. Move one school district payment into a new CD (3-6mo) to gain interest
 - 1. Move \$250,000 and \$200,000 from the investment account and put into a new 3mo CD with better rates.
 - 2. Rosemary Gabriel makes a motion, Tom Byrne seconds, all vote unanimously to move money and follow guidance of Treasurer.

VII. Public Comment

- A. None here.

VIII. Correspondence

- A. Napier estate reported that the house is being sold.

IX. Personnel Report

- A. Ellen hired two people as part-time circulation assistants
 - 1. A. Provost will be here year-round
 - 2. W. Liegey will be here until August

X. Director's Report

- A. Big welcome for the new staff.
- B. Library is listed as a Cooling Center - available during regular hours
- C. Coordinating with Southold Library to attain a Social-Work Intern - likely to start this fall.
- D. AED machine parts repaired; Janet looking for training (Brenna to pass along information for training).
- E. SCLS SLED coming to the garden on Friday (this coincides with the Read and Ride event in Mitchell Park on the carousel).

XI. Committee Reports

A. Budget & Finance

B. Building & Grounds

C. Long Range Planning

D. Policy & Public Planning

- 1. Will address in new business

E. Personnel

- 1. Tom will schedule a date with Ellen to discuss the health insurance information to bring to the board for policy update.

XII. New Business

A. Insurance Renewal

- 1. Overview below: Tom Byrne makes the motion to approve the renewal of the insurance policy with the increases discussed below. Rosemary Gabriel seconds the motion. Vote to approve unanimously.
- 2. Auto Policy to stay the same
- 3. Commercial policy going up slightly
- 4. Commercial package policy going up due to increase in property valuation
 - a) Covers employees, board members etc.
- 5. Worker's Compensation to stay the same
 - a) Fine Art appraisal has bust added to it.

B. Approval of new policies: Public Behavior and Safe Child Policies

- 1. Diane Mulvaney motions to approve the policies with the change to the sleeping in the parking lot line. Brenna Leveille seconds the motion. Vote to approve the policies is unanimous.
- 2. Public Behavior Policy: Approved with following change.
 - a) Delete "or in the parking lot" leave as "Sleeping anywhere on the premises."

3. Safe Child Policy: Approved

C. Bylaws Revision

1. Ellen is in the process of reviewing the Bylaws to add revision which will be shared with the Board in the August meeting for review and discussion.
2. Motion to approve will occur at the September meeting.

XIII. Old Business

- A. Ellen will repost the request for a new Board of Trustee Member in English and Spanish.

XIV. General Discussion

A. [Read A Recipe for Literacy](#) - Wenig Foundation

1. Ellen and Vicky met with Mary Jo Wenig to discuss the Read, A Recipe for Literacy. Intention of the program was to bring people into the physical building.
 - a) Revisions to the programming will be forthcoming.
 - b) Funding from the Wenig Foundation allowed the library to house the program.
 - c) Ellen will reach out to the Rec Center to understand why the students are no longer coming to the Library
 - d) Ellen will reach out to meet with RRL facilitator
 - e) Can we get kids to come to the library from Oyster Ponds in addition to

B. Incident Report -

1. There is one now. Staff have been trained on how/when to use it?
2. Ellen and staff handled a recent incident at the Library with strong leadership and guidance.

C. Board Email: Diane will email the board email information to Brenna

XV. Executive Session:

- A. Entered at 8:15pm
- B. Exit at 9:12pm

XVI. Adjourn

- A. **Next Meeting: Monday, September 11 @6pm**