

The Hampton Library in Bridgehampton
Minutes of the February 19, 2014
Board Meeting

MEETING OF THE BOARD OF TRUSTEES

February 19, 2014 at 3:30pm

Present: Elizabeth Kotz, Sarah Jaffe Turnbull, Bruce Kaplan, Jackie Poole, Louise Collins, Sandra Ferguson, Mary Lee and Library Director Kelly Harris.

Absent: Tom House, Harvey Loomis

President Elizabeth Kotz called the meeting to order at 3:40pm

Mary Lee moved that the agenda dated February 19, 2014 be approved; Bruce Kaplan seconded the motion and it was unanimously agreed.

On a motion made by Sandra Ferguson, and seconded by Bruce Kaplan, the Board of Trustees unanimously approved the minutes of the January 15, 2014 reorganization meeting.

On a motion made by Sandra Ferguson, and seconded by Louise Collins, the Board of Trustees unanimously approved the minutes of the January 15, 2014 regular monthly meeting.

On a motion made by Mary Lee, and seconded by Bruce Kaplan, the Board of Trustees unanimously approved the minutes of the February 11, 2014 Special meeting.

There being no members of the public present, the meeting proceeded with the Director's announcements:

Annual Appeal as of 2/14 is at \$43,575 with 183 donors (As of 2/14/2012 \$45,815 with 194 donors)

Totals for the years

2010 \$40,595 with 177 donors

2011 \$42,227 with 182 donors

2012 \$52,065 with 204 donors

Director Harris thinks that the larger amount of the 2012 campaign may be an anomaly due in part to greater donations made by donors in thanks of the tremendous job the Library did in the aftermath of Hurricane Sandy. She also notes that the Library often receives donations in March, April, May and even June.

Additionally, the Library received a \$750 grant from the Bridgehampton Association to pay for Makerbot training and filament.

Director Harris noted that with respect to the \$5000 donation from the Ovarian Cancer Research Fund (from their Super Saturday event) the Library is going to put a plaque in place at the end cap of the stacks. She is waiting back for the OK from the OCRF PR department re: wording of said plaque. Additionally, the question was asked as to which account this money goes into; it

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Board Meeting

will be deposited into the main operating account, unlike the annual appeal donations which are initially deposited into the Trustee's account.

It was discussed that we should consider posting our Trustee's Annual Appeal letter on our website to see if that would reach more people interested in donating to the Library. Director Harris will speak to "The Bobs" and ask them to add a donation button to the website for ease, convenience and as a way to collect online donations. Ms. Harris is confident that this will increase donations. She suggested PayPal as patrons are used to this service and it is secure. Elizabeth Kotz suggested that Ms. Harris include as part of the online donation payment instructions, a message that lets the donor know that they can sign on as a "Guest" if they do not have a PayPal account. Director Harris will have a dummy page made up for the Board's review it is posted on the website.

It was also discussed that it would also be possible to use this service to pay for Fridays at Five and the Friends Cocktail party

The Director also showed a note from T Quinn to the Board in thanks for the Holiday dinner held at Almond Restaurant.

The Director also noted that the Library has received several compliments on its snow removal.

The Director discussed some changes to the statistic sheet. The sheet has been adapted to reflect changes in technology and information as well as to correct errors and corrupted formulas caused by new versions of excel and the change in what information is collected. Because this is a new way of tabulating the information, the comps to prior years do not apply, and therefore, no prior years on the new sheets yet appear. However, we will have monthly and yearly comps going forward.

A brief discussion was held regarding the different types of circulation. It was explained that eBooks count for circulation of Hampton Library as well as Suffolk County; and Interlibrary loans count toward Hampton Library and lender library.

On a motion made by Sarah Jaffe Turnbull, and seconded by Louise Collins, the Board of Trustees unanimously accepted the Director's Report and Departmental Reports for the period January 1, 2014 to January 31, 2014.

With respect to unfinished business:

Discussion of the HVAC upgrade and how to alternatively cool the Library in the summer. Elizabeth shared with the Board that she had made a few phone calls to obtain information. She called Baltimore AirCoil and spoke with Courtney regarding the size and model of the cooling tower that H2M has suggested. She explained that the model is commonly used indoors in many sites that do not have outdoor or roof top access, such as office buildings and retail stores in Manhattan like a CVS, for example. Courtney also said that this size cooling tower is also in use in several area residences, but could not reveal specific locations. Elizabeth is comfortable with this explanation and Bruce does not think it necessary for a site visit. Also, Doug Degroot, a local tennis court builder who owns an outdoor ice-skating facility is familiar with and

The Hampton Library in Bridgehampton
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Board Meeting

recommended Baltimore AirCoil when Elizabeth spoke with him. He also said that it is common practice to rent equipment if we needed to bring in a portable cooling tower this summer.

Discussion of the H2M contract.

H2M accepted the suggested amendments and /recommendations from attorney Tom Volz with the exception 1. "cost opinion" not changed to "cost estimate" and 2. "intends" was not changed to "shall" (Section 3 General n 3.4 and Section 3 General n. 3.6), and provided the Board with a copy for our final consideration and execution.

Once the contract is signed, we can begin the discussion of financing. We will have a better number of the cost once we have the project engineered. Once the project is engineered, it will be sent out for bid.

Discussion of public relations with respect to HVAC upgrade.

Board and Director want to be transparent with community and newspapers. Also make clear that while this is an issue for the Library it will not be an issue for the Library's patrons. Director will put together talking points and timeline and share that information with the Board as well as the Staff so we can all be informed if asked.

Trustees Bylaws tabled until March Board of Trustees Meeting.

Director Harris will organize via doodle the finance and policy committee meetings

New business:

Several staff members have approached the Director about using AFLAC as supplemental private insurance. This would be of no monetary cost to Library because the employee pays for this service, but the Library would have to be the administrator. The Director believes this is a good thing to offer the staff, especially the part-time employees, and it was agreed to by the board.

With respect to the update on the Planning Board's decision on the application regarding Pierre's Conference Room application, the Director notes that no decision has been posted on the Town's website.

Finance committee will meet with BNB (see above)

Earlier in the day the Hampton Library hosted local area library Directors and trustees from Assemblyman Fried Thiele's district with a breakfast gathering to congratulate him for being named the new Chair of the New York State Assembly Committee on Libraries and Education Technology. It went very well, and Director Kelly Harris did a good job bringing this group together. Ms. Harris reported that during the ceremony Assemblyman Thiele stated that he was a

The Hampton Library in Bridgehampton
Minutes of the February 19, 2014
Board Meeting

supporter of libraries and instead of supporting the proposed 5% cut in funding, he and a group of other concerned legislators have sent a letter to the Governor asking that he not make the 5% cut but also requesting that an additional 5% be added to the funding.

Louise Collins moved and Sandra Ferguson seconded a motion that the following financial matters be approved on a consent agenda. The motion was unanimously carried.

Resolved that the Board of Trustees of the Hampton Library approves the prepayments of checks dated 01/13/14 – 01/15/14 numbered 12077-12092 in the amount of \$5159.86.

Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 02/14/14 numbered 12093-12132 in the amount of \$33091.42.

Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods in the gross amount: 12/25/2013 – 01/07/2014 in the amount of \$19734.44 and 01/08/2014 – 01/21/2014 in the amount of \$19968.92.

Resolved that the Board of Trustees of the Hampton Library accepts the Operating Financial reports prepared by Danielle Menchise, the Library's Administrative Assistant, for the period 01/01/2014 – 01/31/2014.

On a motion made by Sarah Jaffe Turnbull and seconded by Bruce Kaplan the Board of Trustees unanimously approved the contract with H2M under the terms outlined in their proposed service agreement and authorizes the President of the Board of Trustees to sign contract.

Jackie Poole moved and Bruce Kaplan seconded a resolution that the Board of Trustees of the Hampton Library adjourn the meeting at 5:25pm. Unanimously carried.

Respectfully submitted,
Mary Lee, Secretary Pro Tem

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