

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

MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY

March 19, 2014

MINUTES

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

President Elizabeth Kotz called the meeting to order at 3:39pm

Bruce Kaplan moved that the agenda dated March 19, 2014 be approved; Louise Collins seconded the motion and it was unanimously agreed.

Sandra Ferguson moved that the minutes of the February 19th regular monthly meeting be approved; Bruce Kaplan seconded the motion and it was unanimously agreed.

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

The annual appeal as of 3/14/2014 is at \$44,325, with 185 donors; last year at the same time, the figures were \$51,315 with 202 donors.

Additionally, donations amounting to \$450.00 from six donors have been received in memory of Richard Hendrickson.

The Director introduced the subject of the cocktail party being planned for May 10th by the Friends of the Library to celebrate the 30th anniversary of Fridays at Five. The party is to be at the Library, will include a panel discussion by previous Friday at Five speakers, followed by wine and hors d'oeuvres; attendees will be charged \$20 each. Director Harris suggested that the Board contribute from the trustee's account to help offset the cost of the hors d'oeuvres. The board agreed and a discussion regarding how much we could donate toward their effort took place. It was decided that a resolution would be added to the Operational Resolution section of the meeting.

Director Kelly mentioned the enthusiasm that has greeted the Makerbot 3D printer acquired recently by the library, and spoke of the possibility of using architectural drawings of the Library's building renovation to produce a 3D model of the Library. She also mentioned the enthusiasm being shown for the Library's bus trip to the Bronx Zoo in April.

On a motion made by Bruce Kaplan, and seconded by Sandra Ferguson, the Board of Trustees unanimously accepted the Director's Report and Departmental Reports for the period February 1, 2014 to February 28, 2014.

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Director Kelly Harris summarized a plan to finance the HVAC project which was discussed at March 4, 2014 Finance Committee meeting with Greg Ferraris, and Gisella Recalde, Commercial Lending Officer at Bridgehampton National Bank. She also reviewed the plan with the Library's legal counsel Tom Volz. Director Harris is waiting for a proposal from BNB and the cost opinion for the project from H2m Architects and Engineers. It was agreed that the HVAC repair is part of the original renovation and expansion project.

There followed a lengthy discussion on the proposed Amendments to the Bylaws. Working from a draft copy, which comprised a reworked version of the current Bylaws, suggestions from Attorney Tom Volz, as well as input from the Trustees, the discussion took place of following through on the concept of apportioning a Bridgehampton seat to Sagaponack so the Board is made up of 3 Sagaponack Trustees and 6 Bridgehampton Trustees. Other points were discussed, including the portions of the Bylaws that address the matter of whether the Board of Trustees should be made up of "qualified" voter citizens of the Bridgehampton and Sagaponack school districts or "registered" voter citizens. We came to consensus that "qualified" would support a more inclusive approach.

Sandra suggested that should the number of members of the board be decreased from 9 to 7, the apportionment of seats on the Board would be 2 Sagaponack Trustees and 5 Bridgehampton Trustees.

We concluded that the term "person qualified to vote" would replace "registered voter" for signing nominating petitions; "person qualified to vote" would replace "qualified voter" as an eligibility environment to serve as a Trustee.

Bruce Kaplan suggested that he would submit to Kelly a number of minor corrections to be incorporated in the proposed bylaws sent to Tom Volz

The matter of so-called "Data Breach Insurance" was introduced by the Director, it having been discussed at the quarterly Suffolk Cooperative Library System, Directors meeting on March 7. The problem of libraries' records of their patrons' personal information – credit card numbers, books signed out and so on -- being stolen by computer hackers has become serious enough that some libraries have taken out insurance intended specifically to protect them from the consequences of such hacking. The Director has asked the Library's insurance agent to look into the options of adding Data Breach insurance to the Library's policy. Sandra Ferguson voiced the Board's general sense of the importance of ensuring that the Library's records are as secure as possible from being hacked.

Harvey Loomis moved and Bruce Kaplan seconded a motion the items contained in XI Financials A. B., C. And D for the prepayment of checks, disbursement of checks, payrolls for 1/22/214 – 02 – 04 – 2014 and 02/05 – 02/18/ 2014 and Operating Financial Reports prepared by Danielle Menchise for 02/01/14 – 02/28/14 be approved. This was done so on consent.

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Sarah Jaffe Turnbull moved, Louise Collins seconded and all approved by consent decree to approve the following operational resolutions:

The Annual Report to New York State as prepared by Director Kelly A. Harris.

Travel, hotel and conference fees, not to exceed \$1700, for Director Kelly Ann Harris to attend the America Library Association's Annual Conference.

Bruce Kaplan moved, Sandra Ferguson seconded the Board of Trustees unanimously approved to donate \$2500 from the Trustees account to the Friends to offset the food related expenses for the May 10, 2014 30th Anniversary of Fridays at Five Celebration.

Jackie Poole moved and Tom House seconded and all approved a resolution to adjourn the meeting 5:42pm.

Respectfully submitted,

Harvey Loomis, Secretary