

The Hampton Library in Bridgehampton
Minutes of the April 16, 2014 Board Meeting

MEETING OF THE BOARD OF TRUSTEES OF
THE HAMPTON LIBRARY in BRIDGEHAMPTON

April 16, 2014

MINUTES

Present: Elizabeth Kotz, Bruce Kaplan, Sarah Jaffe Turnbull, Harvey Loomis, Louise Collins, Sandra Ferguson, Tom House, Mary Lee, Director Kelly Ann Harris

Absent: Jackie Poole

President Kotz called the meeting to order at 2:08 pm.

Mary Lee moved that the agenda dated April 16, 2014 be approved; Sandra Ferguson 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 Director announced that annual appeal as of 3/14/2014 is at \$44,325, with 185 donors – the same numbers as at the last Board meeting. In addition, the Library has received \$1000 from the estate of Edwin Hedges, a long-time patron of the Library.

She also announced that the Library will receive a “charging station” on a three-year loan, compliments of the firm Dayton, Ritz & Osborne. It is a device that will allow patrons to re-charge all manner of digital devices – phones, I-Pads, mini pads, Kindles, etc. – at one station. Tom House suggested that the device bear the following logo: “Recharge and Read”.

Then Director noted a letter from former Board member Lee Foster suggesting that in view of the plans now being considered to build a CVS store in the now-vacant lot east of the former BNB building on Main Street, it would be wise for the Library to seek an easement across the parking lot to provide access to the Library's property should it be necessary to accomplish the HVAC remediation project, or for any other reason.

Librarian Josh Perry, Head of the Family Department, gave an oral presentation, in which he reported satisfaction in the increased turn-out of children for the MineCraft program: there are now between 8 and 12 “tween” agers (between 7 and 12) regularly attending. Josh was also very pleased at the large attendance at the annual Easter egg hunt on Sunday April 13th; Close to a thousand plastic “eggs” were scattered around the Library's grounds, and great fun was had by all. Josh was disappointed by the relatively poor attendance for the Library's 22nd annual “Budding Authors” event: while it was an excellent program – featuring children's book writer Stephanie Calmenson – fewer than 50 participants showed up, as opposed to nearly 100 in years past. The reason is that two schools – Hayground and Ross – failed to send any participants. The reason was not entirely clear, but it seems likely that although the Library informed those schools in a timely way, the information may not have gotten to the people responsible for scheduling the event. That will be rectified next year.

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The Director reported a conversation with Tom Neely, Director of Public Transportation & Traffic Safety, about the possibility of getting a pedestrian warning light system for the crosswalk of Main Street outside the Library. Mr. Neely introduced Director Harris to representatives of the NYS DOT. They were in town working with Mr. Neely to begin the process of updating the crosswalk just east of the Library.

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

The Director preceded with unfinished business, starting with the HVAC upgrade: Rick Blydenberg of Flanders Heating and Air has suggested that the Library use town water to run its current heating and cooling machinery while the new system is being installed. This procedure is not ideal, because the Library would have to pay for the continually running water, and because it may not be ecologically sound, since it returns large quantity of water into the ground; but it is used in other facilities in the Town, and for the short term might well be the best solution. Director Harris has reached out to James Williamson from H2M to confirm this is a viable option.

As to the Trustee Bylaws, the Director noted that the various changes and corrections to the Bylaws suggested by Board members and the Library's lawyer have been inserted into the document in red type and will be incorporated into the document after a review. The proposed amendments to the Bylaws will be reviewed and voted on at the May 21 meeting of the Board of Trustees. As per the Bylaws copies of the proposed amendments will be posted for review by the public prior to the May meeting.

As to the Data Breach insurance discussed at the last meeting, the Director reported that the Library's insurance company will charge \$547 per year to protect the library for damages up to \$100,000 that might accrue should a patron's information be hacked from the library's digital files.

Under new business, the Director reported that the Bridgehampton National Bank has offered to reduce the Library's current interest rate to 5.25% extending the debt service from 31 months to 46 months or 50 months depending upon the additional loan amount required for the HVAC project. Since we are still waiting for a cost opinion from H2M, there was only hypothetical discussion regarding the financing options. Bruce Kaplan suggested the 46 month option and to make the 46th & final payment from the capital reserve fund in 12/17. That option would allow the Hampton Library to indicate in 2016 that it would not seek a debt service apparition after 2017. Director Harris liked this idea because the final payment could be made within the same fiscal year and would make discontinuation of the debt service "cleaner."

Director Harris shared with the Board her concerns about the tax cap and the Library's 2015 budget. The tax cap continues to shrink and there is the possibility it could be close to 1.2% by the time the Library formulates and votes on its 2015 budget. Director Harris asked the Board how they felt about exceeding the cap, where they would feel comfortable cutting, and how to move forward. Director Harris noted that in previous years of the tax cap being in place, staff

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vacancies allowed for the budget increases to remain under 2%. Director Harris will be providing for the Board several 2015 budget options. It was requested by Louise Collins to provide the cost of keeping Sundays at a double time rate, time and a half rate, and straight pay.

Director Harris also announced that the server that handles all the Library's digital information is in need of replacing. The current server crashed on Friday, April 11 and froze again the morning of the Board meeting. The data backup system is also proving to be inadequate for the system's needs, and she and advisors have determined that it is necessary to buy a new server. The Board approved the Director's decision and discussed the amount of money to be made available for buying and installing the new equipment.

There was no personnel report.

Louise Collins moved, Bruce Kaplan seconded and the Board voted unanimously to approve the following financial resolutions *on* consent:

A. DISBURSEMENTS

a. Resolved that the Board of Trustees of the Hampton Library approves the prepayments of checks dated 03/19/14-03/31/14 numbered 12172-12187 in the amount of \$5816.81.

b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 04/14/2014 numbered 12188-12218 in the amount of \$18050.39.

B. PAYROLL

a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods in the gross amount: 2/19/2014 – 03/04/2014 in the amount of \$20051.31 and 03/05/2014 – 03/18/2014 in the amount of \$19803.36.

C. FINANCIAL REPORTS:

a. 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 03/01/14-03/31/14.

OPERATIONAL RESOLUTION: Louise Collins moved, Bruce Kaplan seconded and the Board voted unanimously to accept an operational resolution to allot up to a maximum of \$9000 for the replacement of the Library's server.

At 4:15pm Tom House moved and Bruce Kaplan, seconded a resolution to adjourn the meeting.

Respectfully submitted,

Harvey Loomis, Secretary