

The Hampton Library in Bridgehampton
Minutes of the May 21, 2014 Board Meeting

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

May 21, 2014 at 3:30pm

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

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

Bruce Kaplan moved that the agenda dated May 21, 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 Annual Appeal as of 4/5/2014 is \$45,225 with 189 donors – somewhat less than last year at the same time, but the Director expects more donors to contribute after Memorial Day. \$1000 was donated by Barbara Slifka in memory of Bill Silano, and \$50 from Jean Held in memory of Bill Hendrickson.

The Director began her report with the remark that she has also heard “rave reviews” for the work of the Library's landscapers, Mahoney Associates, who are wonderful to work with and responsive to specific requests that work be done sooner rather than later.

As to the HVAC project, the Director noted that representatives from H2M had begun fieldwork on the Library grounds, and that in her conversation with them learned that the DEC has emphatically vetoed the possibility, discussed at the last Board meeting, of using town water temporarily to run the Library' cooling system while the new HVAC work is done: pumping water that would be contaminated by going through the system back into the ground is a distinct non-starter.

The Director was also informed that H2M has contacted two companies, Baltimore Air Coil and Trane, to ask if the Library could rent a small evaporative cooling tower during the HVAC work; they discovered that neither company rents small towers. James Williamson of H2M has suggested, instead, using three traditional “split units”, which would have to be vented outside the building. The Director is waiting for a proposal from Flanders to effect such a solution.

Meantime, the H2M operatives have suggested that the Library build an outside building on the Library grounds – behind the generator – to house the new equipment that will be needed to run the proposed new HVAC system. The Director is in favor of building such a structure – which would be designed to match the architecture of the main Library building – despite the added expense, as it would eliminate the necessity of finding room inside the building for the equipment, and of closing the Library while such rearranging took place. The Board agreed.

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The Board also discussed and agreed to have H2M provide a three-dimensional rendering of the proposed new structure. The cost for this rendering is already included in the contract.

There has been enthusiastic praise for the party at the library celebrating the 30th anniversary of Fridays at Five, both for the panel discussion and for the hors d'oeuvres served at the party afterward. The Director complimented members of the Library staff for the help they gave in setting up for the party and for cleaning up afterward. She added that the panel discussion was filmed and will be available for viewing in due course.

The Director noted that the Library's integrated library system (ILS), the software that manages circulation for this and other libraries, is no longer supported by the manufacturer. The decision has been made by the Partnership of Automated Libraries in Suffolk (PALS) to change to a new system, called Sierra, which will be installed by year's end. Sierra is slightly more expensive than the current software, and will require some changes to the Loan Rules of Suffolk county libraries – such as how much to charge for overdue DVD's, for instance – and these changes must be approved by the Board of Trustees.

A mobile app that will make it possible for patrons to self-check books from the Library is being tested and the Director hopes to make it available this summer. Another feature that will be part of the mobile app is a map of the Library's floor plan that will show a patron the "stack" of shelves where a given book is located. It should be noted that this Library will be the first in Suffolk County to offer to its patrons both self-check via mobile app and stack mapping. Stackmap is currently available for use in the Library's online catalog.

The Director announced that staffer Arline Gidion resigned last month; she had been a circulation clerk, and she will be missed. But she will not be replaced – the Director will reassign Arline's tasks to other members of the staff, and the money saved will be applied to the effort to keep the Library's annual budget increase beneath the 1.5% cap imposed by NY state government (and which the Director thinks is going to be lowered again to 1.25%).

Another move that would help keep the budget below the cap is to lower the pay for staff members working on Sunday from double pay to one-and-half pay. Some libraries in the area pay no overtime for Sunday work, and for those that do, the rate is one-and-half. After a discussion, the Board decided that a reduction of Sunday pay to one-and-a-half would be a reasonable and financially sound move. It was decided, however, that while the staff would be informed of the decision soon, the pay change would not take place until January 1, 2015 to give the seven staffers currently working on Sunday time to adjust to the new rate. It was decided that the Finance Committee should meet soon to consider these and other ways to keep the Library's 2015 budget increase below the tax cap and to review the annual audit.

According to Josh Perry, Head Librarian of the Family Department, the Children's Room

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Minecraft programs have been such a success that it may be necessary to install new hardware to accommodate the rising number of computers of the participating players.

During a brief discussion of the various changes already made to the Trustees Bylaws, Sandra Ferguson suggested a slight change in Article III, Section II concerning the election of officers of the Board; this change was agreed to by the Board, and will be incorporated in the final new draft of the bylaws.

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 04/16/14-05/07/14 numbered 12219-12229 in the amount of \$7,081.97.
- b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 05/14/2014 numbered 12230-12273 in the amount of \$50,869.30.

B. PAYROLL

- a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods in the gross amount: 3/19/2014 – 04/01/2014 in the amount of \$19511.74 and 04/02/2014 – 04/15/2014 in the amount of \$19,820.85.

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 04/01/14-04/30/14.

OPERATIONAL RESOLUTIONS

Bruce Kaplan moved, Sandra Ferguson seconded and the Board voted unanimously to accept the following operational resolutions on consent:

- a. Resolved that the Board of Trustees of the Hampton Library adopts the proposed amendments to the Hampton Library in Bridgehampton's Bylaws as submitted.

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- b. Resolved that the Board of Trustees of the Hampton Library accepts the proposal as submitted by H2M Architects and Engineers for the architectural design of the proposed mechanical enclosure, H2M Proposal Number LP 14-0553.

- c. Resolved that the Board of Trustees of the Hampton Library adopts the following changes to our Loan Rules and Fine Schedule as part of the Suffolk County Loan Rule consolidation project:
 - a. New DVDs will have a max of one renewal
 - b. All other Library items will have a max of 6 renewals
 - c. "Old" DVDs will have a max fine of \$10.00

ADJOURNMENT

Jackie Poole moved, Tom House seconded and the Board voted unanimously to adjourn the meeting at 5:20pm.

Respectfully submitted,
Harvey Loomis, Secretary