

## **The Hampton Library in Bridgehampton Minutes of the June 18, 2014 Board Meeting**

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

Via Skype: Mary Lee.

President Kotz called the meeting to order at 3:43pm.

Sandra Ferguson moved that the agenda dated June 18, 2014 be approved; Sarah Turnbull 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 6/20/14 is at \$45,325, with 190 donors, still somewhat less than at the same time last year. The Director noted that there have been no online donors yet, although that option is available on the Library's website.

There was no Correspondence to report.

The Director noted that the new server, discussed at the last Board Meeting, is being installed; all the data in the old server has been transferred to the new one and just one more step is needed to complete the process. And she was glad to report that the cooling units that will keep the Library cool this summer have been purchased, that their installation by Flanders has been scheduled, and that the Relle Electric Company has been retained to install the necessary equipment necessary to handle the additional power required. The Director added that she had hope of being able to re-sell the cooling units after the new permanent HVAC system is installed, since they will have been used for such a short time.

On June 11<sup>th</sup> an array of pictures taken by the students in the Bridgehampton Digital Photography Class was introduced at a small party in the Gallery. The photos will hang through the month of June, and will be replaced in July by a display of "Oil Painting on Wood" by Candace Hill.

The Director mentioned that the Friends of the Library have mailed out the invitations for the annual cocktail party to be held at the home of Delores Quinn Stuebe on Saturday, July 19<sup>th</sup>.

The Policy Committee's June 11<sup>th</sup> meeting was discussed, specifically its action to correct an error in the Defined Contribution plan, which was the omission of the length of time a staff member had to work at the Library before financial contributions were made to the member's retirement fund. The time is an average of 1000 hours a year -- and that information had been added to the language of the plan. The committee also reviewed and drafted the Library's food/meal per diem reimbursement policy.

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

### **DISBURSEMENTS**

- a. Resolved that the Board of Trustees of the Hampton Library approves the prepayments of checks dated 05/21/14-06/06/14 numbered 12274-12282 in the amount of \$18179.40.

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- b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 06/11/2014 numbered 12283-12316 in the amount of \$39576.53.

**PAYROLL**

- a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods in the gross amount: 4/16/2014 – 04/29/2014 in the amount of \$19627.90 and 04/30/2014 – 05/13/2014 in the amount of \$19441.45 and 5/14/14 – 5/27/14 in the amount of \$19013.52.

**FINANCIAL REPORTS**

- a. Resolved that the Board of Trustees of the Hamptons Library accepts the Operating Financial Reports prepared by Danielle Menchise, the Library's Administrative Assistant, for the period 05/01/14-05/31/14.

Bruce Kaplan moved, Jackie Poole seconded and the Board voted unanimously to approve the following operational financial resolution:

**OPERATIONAL RESOLUTIONS**

**FINANCIAL REPORTS**

- a. Resolved that the Board of Trustees of the Hampton Library amend the Retirement Plan Policy as it pertains to the Defined Contribution Retirement Plan eligibility as follows:  
*Defined Contribution Retirement Plan: To become eligible for this plan, you must complete 1 year of service at the Library, work an average of 1,000 hours a year and be at least 18 years of age. The Library will contribute 3.5% of the employee's salary automatically to the funding vehicles that the employee has chosen. Speak with the Director for more information.*

Tom House moved, Louise Collins seconded and the Board voted unanimously to approve the following operational financial resolution:

- a. Resolved that the Board of Trustees of the Hampton Library approves meal reimbursement for Director Kelly A. Harris while she attends the Annual conference June 26, 2014 through July 1, 2014 at the current Per diem Rate of \$71 established by the U.S. General Services Administration for a total not to exceed \$426.00.

Tom House moved, Jackie Poole seconded and the Board voted unanimously to adjourn the meeting at 4:20 pm.

Respectfully submitted,

Harvey Loomis, Secretary