

## **The Hampton Library in Bridgehampton Minutes of the Board of Trustees meeting July 16, 2014**

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 (Jury Duty)

President Kotz called the meeting to order at 9:37 am.

Bruce Kaplan moved that the agenda dated June 18, 2014 be approved; Louise Collins seconded the motion and it was unanimously agreed.

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

There has been an anonymous donation of \$50 in memory of Richard Hendrickson; and a "Bullet Grant" from New York Senator Kenneth LaValle of \$3000, which will be used for programming.

There was no Correspondence to report.

The Director noted that the temporary air conditioning system is still incomplete, due primarily to the faulty installation of a component by an incompetent worker who crossed two wires in the air conditioning unit. The Director has told Rick Blydenberg of Flanders Heating and Air Conditioning in Riverhead that the Library will make no more payments until the system is fully operational.

Director Harris expressed her gratitude to the Board for making possible her very informative attendance at the ALA annual conference in Las Vegas several weeks ago. Of particular interest to her was advice as to offering more free "how to" programs to adults, such as teaching use of "Makerspace" 3D printing or, more broadly, of offering to teach adult patrons such work-a-day tasks such as soldering, the use of sewing machines, and so on. The Director was impressed by a presentation called "The American Dream @ Your Library", a grant program that provides funds for implementing such "functional literacy" opportunities as well as more usual course in citizenship, ESL, etc. Apparently, very few libraries offer adults such useful courses in "functional literacy", and the Board agreed that this would be a desirable development for our Library to pursue.

At the ALA conference, the Director also was introduced to a service called HOOPLA, an eAudiobook and movie streaming operation that serves as an adjunct to a library's on-line service for its patrons. It is a "pay to play" setup: a patron checks out a book or movie for a specific time period, and at the end of that time the item is automatically returned. It differs from other on-line sources in that a patron never has to go on "hold" for an item because HOOPLA allows for concurrent checkouts. The "pay" part of this engagement requires the Library to deposit \$6000 to HOOPLA, which then draws down on this account every time a patron orders an item. If after an appropriate length of time, if the Library judges that not enough patrons are utilizing HOOPLA, the Library may cancel its contract with HOOPLA, which then returns the unused portion of the \$6000 payment. The Director feels this a worthwhile service for our patrons, and plans to use some funds from the Friends of the Library to establish a HOOPLA account.

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According to the Director, three young ladies have volunteered to work as interns at the library for a week each; they have been assigned to the Children's Room, and their work has been appreciated. Such interns are welcomed by the Director with the caveat that they volunteer on their own initiative.

The Library's external auditor, Greg Ferraris, has completed the annual audit and presented it to the Finance Committee and the Director. At the same meeting the Director and Finance Committee also discussed establishing the proposed 2015 Operating Budget at an increase of 1.44% over the existing budget. This increase is believed to fall under the Tax Levy Cap (which is estimated it will be around 1.46%) and will avoid having to cut the funding for programs and services to the public.

The Library's lawyer Tom Volz has reviewed the changes to the Whistleblower and Off Campus policies previously recommended by the Policy Committee. He urged that the Whistleblower policy be put in place as soon as possible so that it complies with the New York Nonprofit Revitalization Act that went into effect on July 1. A brief discussion followed concerning the annual party the Board throws for the Friends to thank them for all they do for the Library. This year it will be on Friday, August 15<sup>th</sup> and will be held at Louise Collins' house.

There being no personnel report, the meeting moved to the various financial considerations: Bruce Kaplan moved, Sandra Ferguson seconded and the board voted unanimously to approve the following resolutions:

### **A. DISBURSEMENTS**

- a. Resolved that the Board of Trustees of the Hampton Library approves the prepayments of checks dated 06/18/14-06/30/14 numbered 12317-12329 in the amount of \$6355.52.
- b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 07/10/2014 numbered 12330-12356 in the amount of \$24358.79.

### **B. PAYROLL**

- a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods in the gross amount: 5/28/2014 – 06/10/2014 in the amount of \$19150.52 and 06/11/2014 – 06/24/2014 in the amount of \$18997.30.

### **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 06/01/14-06/30/14

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OPERATIONAL RESOLUTIONS

- a. Resolved that the Board of Trustees of the Hampton Library approves the Financial Statements and Management Letter for the 2103 fiscal year as prepared by Greg Ferraris of Banducci, Katz and Ferraris.
- b. Resolved that the Board of Trustees of the Hampton Library approves to reduce the Sunday pay rate for employees from double time to time and a half effective January 1, 2015.
- c. WHEREAS, General Municipal Law (GML) §3-c establishes a tax levy limit for all budgets approved by libraries that may require school districts to levy a tax on their behalf; and  
WHEREAS, the Hampton Library's budget is governed by GML §3-c; and  
WHEREAS, GML §3-c authorizes the Hampton Library Board of Trustees to exceed the tax levy limit by a resolution approved by a vote of sixty (60%) percent of the qualified Trustees; and  
WHEREAS, the Hampton Library's budget has the potential of resulting in a tax levy which exceeds the tax levy limit;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the Hampton Library expressly permit the Library budget to exceed the tax levy limit set forth in GML §3-c; and

BE IT FURTHER RESOLVED that the Board of Trustees of the Hampton Library adopts the proposed 2014 budget in the amount of 1,576,800.00, with the requisite portion thereof to be raised by a levy of a tax upon the taxable property within the Bridgehampton Union Free School District and the Sagonack Common School District boundaries, subject to voter approval.

- D. Louise Collins moved, Bruce Kaplan seconded and the Board voted unanimously that the Board of Trustees of the Hampton Library approves Whistleblower Policy.
- E. Tom House moved, Mary Lee seconded and the Board voted unanimously to resolve that the Board of Trustees of the Hampton Library approves the Off Campus Policy.

Sarah Turnbull moved, Louise Collins seconded and the Board voted unanimously to adjourn the meeting at 10:49am.

Respectfully submitted,  
Harvey Loomis, Secretary