

**The Hampton Library in Bridgehampton
Minutes of the Board of Trustees Meeting and the
Annual Public Budget Hearing,
September 17, 2014**

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

Missing: Mary Lee, Sandra Ferguson

Also: John Vendetti of Bridgehampton, a candidate for election to the Board of Trustees of the Library, who was invited by the Director and the Board.

President Kotz having been slightly delayed, Vice-president Bruce Kaplan called the annual public budget hearing to order at 3:45pm. The Director reminded the Board members that the Library's annual budget for 2015-2016 is \$1,551,700 a 1.44% rise over last year, which is within the current budget increase cap of 1.53% prescribed by the state of New York. The hearing was closed at 3:47.

President Kotz opened the regular business meeting at 3:58. Tom House moved, Harvey Loomis seconded and the Board approved the proposed agenda dated September 17, 2014.

Sarah Turnbull moved, Louise Collins seconded and the Board approved the Minutes of the August 27, 2014 meeting.

The Director announced that Marc Hurwitz donated \$250 in response to the 2014 annual appeal, and that Sophie Menin donated \$100 for Makerbot 3D printing, a further sign of the strong public interest in that popular project.

Bruce Kaplan moved, Louise Collins seconded and the Board agreed to accept the Director's report and Departmental Reports for the period August 1, 2014 through August 31, 2014.

The Director informed the Board that she expects final negotiations with the Bridgehampton National Bank about the loan to the Library to pay for the HVAC remediation will take place early in October, and that the terms will be as agreed in the original proposal except that the life of the loan will extend for 40 months instead of 46 months because the Library has been paying down its mortgage since last March. Also, *vis-à-vis* the BNB, the paperwork necessary to allow Board members Bruce Kaplan and Jackie Poole to sign Library checks has been filed at the bank and will go into effect on October 1st.

The hearing before the Town of Southampton's zoning board for the variance necessary to erect the HVAC shed on the Library grounds will take place September 18. In the course of arranging this meeting, the Director discovered that the Library's official name in the Town's records was "The Bridgehampton Library"; she has succeeded in having it changed to the correct name, *i.e.*, The Hampton Library in Bridgehampton.

The Director has contacted Mahoney landscaping about the job of fixing the walkways to the front door and to the backyard, and has received a proposal of \$13,000 to remove the slate

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paving stones, construct 4-inch-thick cement walkways, and then replace the slate pavers to their original positions atop the cement. Sticker shock ensued, and discussion centered on three possible alternatives: 1.) Shop around to find a less expensive paver; 2.) Reduce the extent of the job by redoing only the walkway to the front door; 3) Less attractive but cheaper, dispense with the slate pavers and settle for cement walkways.

Another matter concerning the Library grounds is the necessity to do work on two trees one the property, one in the back and the other on the northeast corner; both are big trees that need pruning and perhaps cabling. A.J. Remy, who has done tree work for the library in the past, has submitted a proposal to work on both trees for a price of \$4,0873.50 and the Board in an operational resolution agrees to accept that offer.

The Director drew the Board's attention to an apparent leak in the north wall of the Meeting Room, which has loosened the wallpaper on parts of the wall. No decision was taken as to a solution to the problem. She also reminded the Board that the annual appeal letter must be written by October 1st; and she recommended that the categories of donors to the annual appeal be amended as follows: Supporters up to \$150; Patrons up to \$250; Sponsors up to \$300; Benefactors over \$500. Bruce Kaplan, as President pro tempore, will compose the letter.

President Kotz reminded the Board that the Policy Committee should meet to review and update the Library's policy as to expense reimbursement for the Director and staff members who travel to attend conferences or other Library related events. The meeting was set for Wednesday, September 24 and 3:30.

Louise Collins moved, Tom House seconded and the Board voted to approve by common consent the following financial resolutions:

A. DISBURSEMENTS

a. Resolved that the Board of Trustees of the Hampton Library approves the prepayments of checks dated 8-19-14 to 9-5-14 numbered 12407-12432 in the amount of \$13921.73

b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 9/10/14 numbered 12433-12458 in the amount of \$31967.82

B. PAYROLL

a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods in the gross amount: 7/23/2014 – 08/05/2014 in the amount of \$19455.61 and 08/6/2014 – 08/19/2014 in the amount of \$19537.40

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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 08/01/14-08/31/14.

D. OPERATIONAL RESOLUTION

Bruce Kaplan moved, Louise Collins seconded and the board approved an operational resolution to accept arborist A. J. Remy's proposal, dated 9/17/14, to do necessary work on two trees on Library property for a fee of \$4,0873.50.

The members of the Board offered praise and thanks to President Elizabeth Kotz for her 15 years of dedicated service to the Library, and to Sarah Jaffe Turnbull for her three-year Treasurer stint as they both retire from the Board on September 30.

Jackie Poole moved and Tom House seconded and the Board approved to adjourn the meeting 4:51pm.

Respectfully submitted,
Harvey Loomis, Secretary