

The Hampton Library in Bridgehampton  
Minutes of the October 15, 2014 Board Meeting

**MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY**

**October 15, 2014**

**MINUTES**

Present: Bruce M. Kaplan, Louise Collins, Harvey Loomis, Jackie Poole, Mary Lee, Sandra Ferguson, Tom House, John Vendetti, Matthew Rojano, and Director Kelly Ann Harris

In accordance with the bylaws of the Hampton Library in Bridgehampton Bruce M Kaplan who had become President Pro Tempore called the meeting to order at 3:37pm. He then swore in as new members of the Board of Trustees of the Hampton Library in Bridgehampton John Vendetti of Bridgehampton and Matthew Rojano of Sagaponack, and reelected Trustees Louise Collins, Jackie Poole and Tom House. He next appointed Louise Collins as Vice President Pro Tempore, and Jackie Poole as Treasurer Pro Tempore, respectively of the Board of Trustees of the Hampton Library in Bridgehampton.

Tom House moved, Mary Lee seconded, and the Board approved the proposed agenda dated October 15, 2014.

John Vendetti moved, Mathew Rojano seconded and the Board approved the minutes of September 17, 2014 meeting.

Tom House moved, Louise Collins seconded and the Board voted unanimously to accept the Director's Report and Departmental Reports for the period September 1 through September 30, 2014

The Director noted that the A. J. Remy had completed work on the two large trees on the library property that was approved by the Board at the last meeting. She expressed her approval of the job and the hope that the work will have prolonged the life of the trees.

The wall leak in the program room reported in the last meeting has been inspected by Dyami Plotke of Ralph Plotke Inc., who determined that the leak is caused by some cracks in the stairwell on the east side of the building leading down to the lower level. He has been asked to seal the leaks and he will do so at a cost of \$400. If that proves effective, the wallpaper can then be repaired or replaced.

There was a discussion of creating a "roof garden" on a section of the library building, partly as an enhancement, and partly as an environmentally sound gesture.

The Director also reported that Mahoney Landscaping has offered a new quote of \$5400 for repaving just the Library's front walkway; it was agreed that since the walkway is acceptable the way it is, it would be sensible to do nothing before the winter, but to wait until next spring to make a decision about the repaving.

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It was noted that the September figure for patrons' reference questions was dramatically higher than last year's figures. This is attributed to moving a reference librarian from the back of the building to the front desk. Altogether, Library use increased by more than 500 people than last year. Apparently more people are coming to the library for reasons other than taking out books.

The Director reported that she and Danielle Menchise have revised and shortened the annual appeal mailing list by about 400 names of people who have not responded recently, thus saving some money; the list now has some 1400 names. It was suggested that additional, fruitful names might be found by scanning the various popular adult and children's programs now being offered by the library.

A discussion followed about the role of the young interns who work periodically at the Library. Presently two students Max and Julian from classes 6 and 7 at the Hayground school are working three days a week for school credit. Their duties include such tasks as shelving books and CDs, working with Judith Iwanycky processing materials and working with Kim Zettwoch.

The Director said that the paperwork for finalizing the loan from the National Bank of Bridgehampton has not been completed, but she expects it to be finished soon. She also reported that the Southampton Town Zoning Board of Appeals has approved the Library's plans for the new HVAC shed, and that H2M's plans for that construction still need to be approved by the Fire Marshal and the Architectural Review Board before they can be submitted to the Planning Board for final approval.

The Suffolk Cooperative Library System has made changes in its Resource Sharing Code for interlibrary sharing, and the Director recommended that the Board approve the new code. She also recommended that the Board approve the Policy Committee's suggested changes to the Library's policy on reimbursement to Library staff attending conferences. She and two staff members will be attending the New York Library Association next month in Saratoga Springs, NY

She also mentioned a trustee workshop that is scheduled for October 30th in nearby Bellport; several trustees indicated interest in attending same.

Louise Collins moved, Jackie Poole seconded and the Board unanimously voted that the following financial resolutions:

#### DISBURSEMENTS

A. Resolved that the Board of Trustees of the Hampton Library approves the prepayment of checks dated 9/17/14 to 10/1/14 numbered 12459-12471 in the amount \$21546.76

b. Resolved that the Board of Trustees of the Hampton Library approves the disbursement of checks dated 10/9/14 numbered 12472-12500 in the amount of \$21785.76.

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**PAYROLL**

- a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods: 8/20/2014 – 9/02/2014 in the amount of \$19126.52 and 9/3/2014 – 9/16/2014 in the amount of \$19238.90

**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 9/01/2014 – 9/30/2014.

Sandra Ferguson moved, Tom Harris seconded and the Board voted unanimously to approve the following Operational Reports:

**OPERATIONAL RESOLUTIONS**

- a. Resolved that the Board of Trustees of the Hampton Library approves the amended Suffolk County Library System Resource Sharing Code.
- b. Resolved that the Board of Trustees of the Hampton Library adopts the Conference Reimbursement Policy as recommended by the Policy Committee.
- c. Resolved that the Board of Trustees of the Hampton Library approves food, hotel and conference fees not to exceed \$970 for Director Kelly A. Harris to attend the NYLA Annual Conference.
- d.
- e. Resolved that the Board of Trustees of the Hampton Library approves food, hotel and conference fees not to exceed \$970 for Librarian Josh Perry to attend the NYLA Annual Conference.
- f. Resolved that the Board of Trustees of the Hampton Library approves food, mileage and conference fees not to exceed \$750 for Librarian Kim Zettwoch to attend the NYLA Annual Conference.

Jackie Poole moved, John Vendetti seconded and the Board voted unanimously to adjourn the meeting at 4:32.

Respectfully submitted,  
Harvey Loomis, Secretary.