

The Hampton Library in Bridgehampton
Minutes of the November 19, 2014 Board Meeting

MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY

November 19, 2014

MINUTES

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

President pro tempore Bruce Kaplan called the meeting to order at 3:46.

Mary Lee moved, Tom House seconded and the Board voted to approve the agenda dated November 19, 2014.

Sandra Ferguson moved, Matthew Rojano seconded and the Board voted to approve the minutes of the October 15th meeting.

The Director announced that the 2014 Annual Appeal donations are \$12,940, with 40 donors, as of November 11, 2014, compared with \$13,830.00 and 63 donors in 2013. She noted that last year's appeal went out a week earlier than this year's; and that two of this year's donations were made online. She expressed the hope that more online donations will come in the future.

In a letter to the Director dated October 28, Kimberly Zettwoch announced her resignation as Head of Adult Reference and Young Adult Services at the Library. She has accepted a job offer from the Port Jefferson Free Library as Manager of the Children's Department. In her letter Kimberly thanked the Director for her mentoring during her time here as she "grew and developed as a librarian". The Director expressed her admiration for the work Kimberly has done during her 5 years at the Library and particularly for taking the time to refresh Amy and Josh on how to use Tinkercad to teach 3D design classes for use in conjunction with our Makerbot. The Director recognized the fact that the Port Jefferson offer represents a step up for Kimberly, particularly in the sense that Kimberly's salary will be significantly higher.

The Director also praised the work of various other members of the staff, notably Judith Iwanyckyj for her time spent covering the Reference and Circulation desk this month and also for helping the circulation clerks adjust to the new Sierra system recently adopted by the Library.

There was a fire alarm about 3am the morning of October 29 when the alarm system malfunctioned, reason unknown; the fire department responded and found no fire; but the incident prompted an update to the so-called Knox Box on the outside of the building that makes it possible for the firemen to access the building and also to instruct them as to whom to inform.

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The Director thanked the Board for allowing her to attend the recent NYLA annual conference, in Saratoga Springs, NY, which provided a valuable networking opportunity for her and the staff members who attended.

Matthew Rojano moved, Tom House seconded and the Board voted to accept the Director's Report and Departmental Reports for the period July 1, 2014 through July 31, 2014.

The director reported that the HVAC construction plans have been approved by the Town Planning Board, and there was discussion of the refinancing of the loan from the Bridgehampton National Bank, which will include paying for the construction of the new HVAC system. Under the present arrangement, the Library will be paying a monthly figure \$46,666.67 in debt service; the payments will end at the end of 2016, with the accumulated payment for each year amounting to \$560,000.04.

Further financial discussion was related to the Tax Cap/Tax Freeze legislation imposed by the State of New York. The Director posits a decision to pierce the tax cap in the year 2016 in order to increase the Library's budget slightly. Piercing the tax cap would have a very minor effect on the taxpayers who support us and would allow the Library to continue to serve the community as we have been doing.

Discussion of the plan to have the Policy Committee meet to draw up new job descriptions for the Library staff will be postponed until the January Board meeting.

The adoption of the new circulation system, from Millennium to Sierra, discussed at the last meeting, will necessitate that the Library close some of its circulation functions on Monday, December 8 while the system is upgraded; it will not, however, close down the overall function of the Library.

The Director reported that the SCLS Trustees Workshop last month was interesting but offered little that applied directly to this Library. Bruce Kaplan and Sandra Ferguson also attended this workshop.

A further discussion concerned the status of the Friends of the Library: at present the Friends has no official, ie. legal, identity; After speaking with the Library's auditor Greg Ferraris, the Director feels that to avoid any problems with the IRS related to NY state's new Not-for-profit Revitalization Act the Friends should be their own 501c3. They should have a mission statement that makes it clear that all funds raised by the Friends go directly to the Library, as well as all the other policies necessary under the Not-For-Profit Revitalization Act. The Director will research other Libraries in Suffolk County with Independent 501c3 Friends groups then will take the matter up with the Friends. Greg Ferraris has offered to file the necessary paperwork pro bono on behalf of the Friends.

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At 5:03 pm John Vendetti moved, Tom House Seconded and the Board voted to enter executive session for discussion of personnel matters. The regular meeting was resumed at 5:24.

FINANCIALS

Jackie Poole moved, John Vendetti seconded and the Board voted to approve by consent decree the following disbursements and payroll payments:

Resolved that the Board of Trustees of the Hampton Library approves the prepayments of checks dated 10-14-14 to 10-22-14 numbered 12501-12515 in the amount of \$15526.27.

Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 11/14/14 numbered 12516-12559 in the amount of \$28000.91.

Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods in the gross amount: 9/17/2014 – 09/30/2014 in the amount of \$18809.87 and 10/1/2014-10/14-2014 in the amount of 18917.14 and 10/15/2014-10/28/2014 in the amount of \$18924.13.

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 10/01/14-10/31/14

OPERATIONAL RESOLUTIONS:

Mary Lee moved, Sandra Ferguson seconded and the Board voted to approve the following resolutions:

Resolved that the Board of Trustees of the Hampton Library approves the proposed operating budget for the Suffolk Cooperative Library System for fiscal year 2015.

Resolved that the Board of Trustees of the Hampton Library approves the pay raises for the professional, support and hourly staff for 2015.

Jackie Poole moved, Tom House seconded and the Board voted to adjourn the meeting at 5:27

Respectfully submitted,
Harvey Loomis, Secretary