

The Hampton Library in Bridgehampton
Minutes of the February 18, 2015 Regular Meeting

MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY

February 18, 2015

MINUTES

President Bruce Kaplan called the meeting to order at 3:44 pm.

Present: Bruce Kaplan, Louise Collins, Jackie Poole, Tom House, John Vendetti, Sandra Ferguson, Harvey Loomis.

Absent: Matthew Rojano, Mary Lee.

Tom House moved, John Vendetti seconded and the Board voted unanimously to approve the proposed agenda dated February 18, 2015.

Sandra Ferguson moved, Jackie Poole seconded and the Board voted unanimously to approve the minutes of the January 21, 2015 Reorganizational meeting.

Sandra Ferguson moved, Jackie Poole seconded and the Board voted unanimously to approve the minutes of the January 21, 2015 regular monthly meeting.

The Director announced that 2014 Annual Appeal donations are \$60,550.00 with 186 donors as of 2/18/15; this compares to the 2013 annual appeal donations, as of 2/12/2014, of \$43,575.00 with 183 donors.

The Director made a point of praising members of the Staff for their help during the snowstorms of recent weeks. She had called the Town to find out why the Bridgehampton sidewalks had not been cleared of snow and was told that the town's equipment was broken. She also mentioned Mahoney Landscaping, which was overwhelmed by the amount of snow, but whose operatives did a good job when they finally came. Another mishap due to the snowstorm involved the Library's garbage. When the Library's garbage cans were not accessible our cleaners disposed of our garbage in a place that our cleaners also served. Fortunately that place was owned by a Hampton Library patron, who was forgiving of the situation.

Another consequence of the bad weather was the cancelation of some programs, and lower attendance at some others.

An outfit called Junkluggers was hired to lug away the Library's "junk", which consisted of old paint, a broken Xerox machine, a broken book cart and so on. The company gives libraries a 15% discount, and all the junk is either recycled or donated. Cost was \$520.

New shelves are to be installed in the office supply closet.

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Louise Collins moved, John Vendetti seconded and the Board voted unanimously to accept the Director's Report and Departmental Reports for the period January 1, 2015 through January 31, 2015.

It was agreed that the Policy Committee will meet on Wednesday March 4 to discuss and if necessary revise the job descriptions of the Library staff personnel.

On the subject of the Library's relationship with the Sagaponack school, discussed at the last Board meeting, the Director noted that while she has had further talks with the head teacher of the school, it is still not clear exactly what the school wants the Library to do in the way of providing books and perhaps programs for the students. The Director feels that another discussion, which might include the superintendent of the school as well as the head teacher, will clear things up.

The last subject to be discussed, once again, was the matter of the HVAC remediation project. The Director announced that the process of putting the job out for bids is about to proceed: the specifics of the job will be put out to bids by on Monday, March 9th – announcements will be published in in the Sag Harbor Express and the Southampton Press. On March 17th the Director and representatives of H2M will conduct with prospective bidders a walk-through of the site, the construction details, etc. On March 18th the Board of Trustees will meet with H2M personnel to discuss the various bidders. Bids will be gathered by the Director, and on Tuesday, March 31, the bids will be opened. By April 2ND the Board, in collaboration with the Director and H2M, will choose which bid to accept.

Louise Collins moved, John Vendetti seconded and the Board approved unanimously to enter into executive session to discuss personnel matters at 4:45pm.

The regular meeting resumed at 5:00pm.

Jackie Poole voted, John Vendetti seconded and the Board voted unanimously to approve [by consent decree] the following financial matters:

DISBURSEMENTS

a. Resolved that the Board of Trustees of the Hampton Library approves the prepayments of checks dated 1-21-15 to 1-29-15 numbered 12650-12662 in the amount of \$9096.28

b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 02/12/15 numbered 12663-12699 in the amount of \$40647.29

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PAYROLL

a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods: 12/24/2014 – 01/06/2015 in the amount of \$199 and 01/07/2015 – 01/20/2015 in the amount of \$22234.96.

FINANCIAL REPORTS

a. Resolved that the Board of Trustees of the Hampton Library accepts the Operating Financial Reports prepared by Denise Menchise. The Library's Business Manager, for the period of 1/01/15 – 1/331/15.

At 5:02 Jackie Poole moved, Tom House seconded and the Board of trustees of the Hampton Library resolved to adjourn the meeting.

Respectfully submitted,
Harvey Loomis, Secretary.