

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

MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY

March 18, 2015

MINUTES

President Bruce Kaplan called the meeting to order at 3:34 pm.

Present: Bruce Kaplan, Louise Collins, Jackie Poole, John Vendetti, Matthew Rojano, Sandra Ferguson, Tom House, Harvey Loomis, Mary Lee (by Skype).

Louise Collins moved, John Vendetti seconded and the Board voted unanimously to approve the proposed agenda dated March 18, 2015.

Sandra Ferguson moved, Louise Collins seconded and the Board voted unanimously to approve the minutes of the regular monthly meeting on February 18, 2015.

This meeting was preceded by a “walkthrough” for some of the prospective bidders on the contract of the planned HVAC remediation project; the walkthrough, led by the library Director and three members of the H2M company (the architect and engineer for the project) examined the outside spaces where the various new buildings and piping will be located and also the interior spaces where the HVAC equipment is located. The three members of the H2M company were invited to join the Board Meeting that followed to enlighten the Board members as to the procedures and timing of the bidding.

Joe Manzella of H2M explained that four major contractors, from Suffolk and Nassau counties, were represented at the walkthrough; three of them H2M has worked with before. All told, so far, 11 contractors have picked up the bid packages from H2M; any late bidders will be able to have a walkthrough. The H2M operatives will do background checks on any bidders with whom they are not familiar. H2M is also responsible for reviewing the bids and determining that all the standards of materials and procedures detailed in the contract will be met. He added that H2M will not necessarily select the lowest bidder in making its recommendation to the Board as to which contractors to choose.

The question was raised of who has liability if something goes wrong at any time in the course of the remediation process. Joe Manzella assured the Board that H2M as per its contract would be making constant checks at each stage of the remediation as it progressed; but if a sub-contractor does something wrong, that sub-contractor would be responsible. Mr. Manzella also noted that H2M can decide whether or not a contractor will be permitted to make changes in the specifics of the contract as the work goes along. He also assured the Board that H2M will be careful to ensure that the chosen contractors will do minimum damage to the trees, lawn and soil integrity on the Library’s grounds and would incorporate those requirements into the final bid documents.

Mr. Manzella stressed the importance of getting the project started as soon as possible, because many of the possible bidders will have bigger projects – such as school renovations – coming up

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in August. To that end, the schedule for choosing a contractor is as follow: on Tuesday, March 31 H2M will open the bid packages; Friday April 10 H2M will have selected the contractor it favors, and submit that choice in writing to the Board of Trustees. On its April 15 meeting with H2M present, the Board will vote to select the contractor.

The Director said that she is happy about the staff's enthusiasm for their work, and noted that she has bought a coffee make for the staff's use.

She also reported that she would be attending a Suffolk Cooperative Library System Directors' meeting reviewing the New York State Tax cap and Tax Freeze legislation. She understands that it was the sense of the meeting to approve her recommendation to pierce the Tax Cap in 2016 which she will further elaborate when meeting with the finance committee of the Board to formulate the 2016 proposed operating budget. Kelly noted that not piercing the tax cap could, at best, result in a minimal rebate to taxpayers but would require promulgating an efficiency plan for consolidating services with other entities. Given the Hampton Library's highly efficient operation this would be impractical, and foreclose the Hampton Library's ability to offer more needed programming and undertake needed repairs

The Director announced that the Library is going to offer a class dealing with women's self-defense. The suggestion was made that there might be male self-defense classes as well. On a lighter note she revealed that the role of Easter bunny for the Library's Easter celebration would this year be assumed Reference Librarian Paul Zukowski instead of Tom House. And finally there was a discussion about the paucity of audio books in the Library's collection; the Director said she would look into ordering more.

At 4:35 pm John Vendetti moved, Tom House seconded and the board voted unanimously to enter executive session to discuss personnel matters. The regular meeting was resumed at 4:44.

Louise Collins moved, Tom House seconded and the Board voted unanimously to approve the following financial matters:

A. DISBURSEMENTS

- a. Resolved that the Board of Trustees of the Hampton Library approves the prepayments of checks dated 2/8/15 to 2/27/15 numbered 12700-12704 in the amount of \$2,330.00.
- b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 03/12/15 numbered 12705-12738 in the amount of \$19,134.45.

B. PAYROLL

- a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods 01/21/2015 –02/03/2015 in the amount of \$22428.40, and 02/04/2015 – 02/17/2015 in the amount of \$22367.39.

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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 Business Manager, for the period 2/01/15-2/28/15.

OPERATIONAL RESOLUTIONS

- A. Resolved that the Board of Trustees of the Hampton Library approves the Annual Report of Public and Association Libraries 2014 as prepared by Kelly A. Harris, Director.

- B. Resolved that the Board of Trustees of the Hampton Library grants Librarian Amy Wahl an additional 12 weeks of unpaid leave after she has exhausted her paid leave and will continue to provide health benefits during that time.

At 4:54 Jackie Poole moved, Tom House seconded and the Board voted unanimously to adjourn the meeting.

Respectfully submitted,
Harvey Loomis, Secretary