

The Hampton Library in Bridgehampton
Minutes of the April 15, 2015 Regular Meeting

MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY

APRIL 15, 2015

MINUTES

President Bruce Kaplan called the meeting to order at 3:45 pm.

Present: Bruce Kaplan, Louise Collins, Jackie Poole, John Vendetti, Matthew Rojano, Sandra Ferguson, Tom House, Harvey Loomis. Absent: Mary Lee
Guest: James Williamson III of H2M

Louise Collins moved, Matthew Rojano seconded and the Board voted unanimously to approve the proposed agenda dated April 18, 2015.

Harvey Loomis moved, Sandra Ferguson seconded and the Board voted unanimously to approve the minutes of the regular monthly meeting on March 18, 2015.

Bruce Kaplan moved, Sandra Ferguson seconded and the Board voted unanimously to approve the minutes of the March 31, 2015 Special meeting.

Mr. Williamson announced that after considering the proposals from the six contractors that bid on the HVAC remediation, the H2M architects and engineers have recommended that the bid from D&S Mechanical Services, Inc. be accepted. He explained that not only was D&S Mechanical's bid the lowest, but H2M had satisfactorily worked with that contractor before. When asked about the widely varying prices among the bidders for various aspects of the job – such as the cost for the cooling towers, which was much more from D&S than the other bidders – Mr. Williamson explained that different contractors configured the various aspects of the job in different ways; for instance, for the item number 20, "Miscellaneous Mechanical Work", D&S Mechanical estimated a cost of \$30,000, while bidder J&S Heating Services Inc. estimated the cost of the same item at \$171,000.00. He added that inevitably the final cost of each item might vary from the estimate.

When asked how long it would be before D&S Mechanical began actual work on the project, Mr. Williamson said that it would be several weeks: There would be meetings with H2M, the contractor and the Director to work out details, such as how the materials will be brought onto the Library's property, and when the work would stop – for instance, at 3pm on Friday afternoons so as not to interfere with Fridays at Five. Once the work begins, the contract calls for 150 calendar days – which puts the end of work fairly near the end of the year. Mr. Williamson left the meeting at 4:20 pm.

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The Director was pleased to report that the 2014 Annual Appeal donations to the Library have reached a new high \$60,800, from 190 donors; this is more than \$14,000 greater than last year, with just one fewer donor[s].

According to The Director, the annual Budding Authors event was a great success -- better attended than last year, and with more enthusiastic involvement, mostly because Josh Perry had made an effort to contact all the schools that have sent students in the past and encouraged them to participate.

The Director reported that she had talked to Grant Donnelly, property manager of the Flag Luxury Group that owns the neighboring property to the east of the Library, and was assured that there will be no problem for allowing access for the HVAC cooling tower, boilers, piping and workers through the Starbucks parking lot and onto the Library property through the gate in the fence defining the property line. Donnelly said he was happy to accommodate the Library's use of that access as long as it isn't turned into the equivalent of a driveway.

The self-defense class for women only offered by the Library was a success. (It was generally agreed that it is better that such a class be a single sex effort.)

There followed a lengthy discussion about the Friends of the Library and that organization's relationship to the Library. Some months ago the Director had a discussion with Greg Ferraris, the Library's Auditor who recommended that the Friends be incorporated and designated a 501c3 body. She reported that in fact the Friends had been incorporated, sometime around 1987, but had never applied for their own 501c3 status. Mr. Ferraris agreed to draft the appropriate papers and file them annually. She has passed that information to Mr. Volz, and will also discuss the matter with him.

The discussion broadened as various Board members questioned whether Fridays at Five and the annual cocktail party were being as effective money raisers as they have been in the past, and whether the Board is in close enough contact with the Friends. The idea of inviting Friends members to occasional Board meetings was raised, and the Director agreed to invite one or two of the Friends leaders to the June Board meeting.

The Board also discussed what activities could be undertaken to involve better the parents of young children, and whether fundraising events and other programs might be initiated that did not involve the Friends.

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

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The improvement of the Library's front walkway that had been tabled at the last Board meeting will remain tabled for the foreseeable future. The Director declared that she has decided not to have anything done to the walkway at this time. The walkway has been deemed adequate as it is, and the money it would cost to improve it will be better spent on other improvements to the building – such as a new paint job for the front of the Library.

The Policy Committee's meeting to go over the Library staff job descriptions will be scheduled for a to-be-determined date in May; and a meeting of the Finance Committee will take place immediately after the May 20th Board meeting. In that connection, the Director reiterated her conviction that the Library's 2016 budget will have to pierce the tax cap by perhaps 5% in order for the Library to meet the cost of its increased level of service, its augmented staff and the rise in starting salaries for new professional librarians. It will also permit undertaking needed maintenance and repairs that cannot be further delayed without detriment to the building.

Louise Collins moved, Sandra Ferguson 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 3-18-15 to 3-31-15 numbered 12739-12747 in the amount of \$11167.21
- b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 04/08/15 numbered 12748-12774 in the amount of \$16148.11

B. PAYROLL

- a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods 02/18/2015 – 03/03/2015 in the amount of \$22593.21 and

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 3/01/15-3/31/15.

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OPERATIONAL RESOLUTIONS

A. Resolved that the Board of Trustees of the Hampton Library will contract with D&S Mechanical Services, Inc. to complete the HVAC system upgrades.

At 5:07pm Jackie Poole moved, Tom House seconded and the Board voted unanimously to adjourn the meeting.

Respectfully submitted,
Harvey Loomis, Secretary