

The Hampton Library in Bridgehampton
Minutes of the May 20, 2015 Regular Meeting

MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY

MAY 20, 2015

MINUTES

President Bruce Kaplan called the meeting to order at 3:43.

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

Louise Collins moved, Mary Lee seconded and the Board voted unanimously to approve the proposed agenda dated May 20, 2015.

Harvey Loomis moved, John Vendetti seconded and the Board voted unanimously to approve the minutes of the regular monthly Board meeting on April 15, 2015.

The Director announced that the Friday-at-Five lecture schedule has been set, and the bookmarks are available and will be distributed to patrons over Memorial Day weekend. She also has designed a new front-lawn sign to announce the series to passersby.

The summer Newsletter, The Link, has been composed and sent to the printer. A wide variety of programs for all ages promises a very busy summer. Auspicious additions include a course on home brewing, a talk by Brian Halweil of Edible East End and a visit from Young Adult writer Adam Silvers. In connection with the young adult patrons, it was observed that while there has been a fair amount of activity, the young adults seem to make themselves more or less invisible while engaged in their activities. Which in turn led to a discussion about security cameras in the Library. The Director noted that many, bigger libraries have them, but expressed a strong feeling, which was echoed by the Board members, that our Library doesn't need them, partly because of its small size and intimate atmosphere and partly because there have been very few incidents over the years for which cameras would have been useful.

The Director noted that the circulation figures had gone down recently, while the number of patrons using the Library had gone up – the apparent paradox is explained by the increased use of E-books and other electronic facilities.

A discussion followed about the crosswalk spanning Main Street: some progress has been made in that the “zebra” markings have been embellished and a two-car no-parking space at the curb directly in front of the Library has been created so that pedestrians waiting to cross the street will be visible to cars heading west where the street curves. Southampton Town has approved the

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installation of a blinking-light warning system across Main Street at that point, and the job has gone out to bid.

As for the HVAC remediation project, a meeting was held a week ago between the Director, representatives of H2M and three Board members to kick off work on the project and to clarify final details such as parking for the workmen, use of the east gate for bringing equipment onto the Library property and so on. Actual work will begin as soon as the appropriate permit has been granted by the town.

The Director commented on the somewhat rambunctious Playpalooza sessions downstairs in the children's department, but explained that the summer sessions would be by registration only to keep attendance at a manageable number since the program will not be held outside while the HVAC work is going on in the backyard.

Various aspects of the annual audit for the year 2014, which has been reviewed by the Finance Committee, were discussed, as was the new Capitalization Policy provided by Greg Ferraris, the Library's auditor. Both are on the agenda today to be adopted. The Director reported that she is still in the process of preparing the Library's budget for 2016, which, as discussed in previous meetings, will pierce the tax cap by some five percent or slightly more.

Louise Collins moved, John Vendetti seconded and the board unanimously voted to enter executive session for personnel matters at 4:45 pm; the regular meeting resumed at 5:01.

Mary Lee moved, Louise Collins seconded and the Board unanimously voted 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 4-15-15 to 4-22-15 numbered 12775-12787 in the amount of \$8124.08

b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 05/14/15 numbered 12788-12836 in the amount of \$45639.11

B. PAYROLL

a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods 03/18/2015 – 03/31/2015 in the amount of \$21519.28 and 04/01/2015 – 04/14/2015 in the amount of \$21821.25.

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 4/01/15-4/30/15.

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OPERATIONAL RESOLUTIONS

A. Louise Collins moved, John Vendetti seconded and the Board unanimously voted to accept the Financial Statements and Management letter for the Library's Annual Audit for fiscal year 2014.

B. Harvey Loomis moved, Mary Lee seconded and the Board voted unanimously to approve the Capitalization Policy.

C. Louise Collins moved, John Vendetti seconded and the Board unanimously voted to approve the employment of Stacey Cagno-Schlib as a Reference Librarian after the completion of her probationary period.

D. Louise Collins moved, John Vendetti seconded and the Board unanimously voted to approve the employment of Paul Zukowski as a Reference Librarian after the completion of his probationary period.

Jackie Poole moved, John Vendetti seconded and the Board voted unanimously to adjourn the meeting at 5:07 pm.

Respectfully submitted,
Harvey Loomis, Secretary.