

MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY

September 16, 2015

MINUTES

President Bruce Kaplan called the meeting to order at 3:37 pm

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

Not present: John Vendetti

Louise Collins moved, Sandra Ferguson seconded and the Board unanimously approved the proposed agenda dated September 16th 2015.

Louise Collins moved, Matthew Rojano seconded and the Board voted unanimously to approve the minutes as amended of the August 19, 2015 regular meeting.

The Director announced that the poet Celeste Gainey has donated \$384 to the library, the profit from books sold at her Poetry Reading on September 1. A \$1000 donation to the 2015 Annual Appeal by Lawrence and Lucy Ricciardi was accompanied by a letter of thanks to the Library for the staff's thoughtful and generous treatment of their grandson. Former long-time staff member Kristen Fisher reported in a letter of resignation that she had taken a job with the Dorling Kindersley imprint of the Penguin publishing company.

The annual budget vote and Trustee election will take place at the Library on Saturday, September 26. The Director has absentee ballots for those who cannot vote in person on that day; in her absence, ballots will be available from the reference librarian on duty.

A meeting was held yesterday with several Board members and representatives of the firms doing the HVAC – Sean Lanza of D&F Mechanical and James Williamson of H2M. Two problems have arisen to delay the HVAC project: First, the amount of clay in the soil, mentioned by Sean Lanza at the last meeting, must be removed and replaced by RCA (recycled concrete aggregate) so that a proper foundation can be poured; and second, the trench work which was to be done with a machine now must be hand dug due to the utilities in the ground. Originally, National Grid had planned to upgrade our gas line and would have removed the gas pipe making it safe to dig by machine; however that has since been deemed unnecessary, and so the digging had to be done by hand so as not to endanger the gas line.

The clay removal & RCA addition and hand digging has delayed job completion about a month, and its additional cost will be taken from the contingency money fund. Early October is no longer a target date for completion of the job but we are assured it will be done before Thanksgiving.

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In connection with Fridays at Five, which the Director said was very successful in its final three weeks, she noted that there have been thoughts from the Friends that the Board of Trustees and the Friends should make an effort to have more interaction. To that end the Friends have invited Board members to attend their meetings on the last Tuesday of every month at 1:30 pm, and also suggested that Board members might consider joining the Friends, as several previous members have done. The Friends are also working toward establishing themselves as a not for profit organization.

The conversation briefly turned back to discussions at previous meetings as to how to reinvigorate Fridays at Five, which despite the successful last three events this year has in general drawn fewer followers in recent years and has taken on a 'same-old same-old' aspect for many of its patrons. The Directors feels that even the Friends themselves might well be ready for a change. To be continued.

Very little talk about Pierre's this meeting except for a footnote from the Director that Pierre has engaged an engineer to inspect the septic system. And a reiteration of the conviction of several Board members who visited the site after the previous Board meeting that there is not enough room on the Library property for extra overflow septic tanks previously suggested by Pierre.

The annual appeal letter, to be written by Bruce Kaplan, is to go out on November 3.

The Director noted that she is negotiating with the Hardy Plumbing, Heating & Air Conditioning Company to replace the two water fountains in the Library, one on the ground floor and one downstairs. The plan is to have fountains that are more "environmentally friendly" and that can be used to fill the water bottles that so many of our young patrons now carry. Hardy has quoted a price of \$5,985.00 to do the job Bruce Kaplan suggested that Kelly ask Hardy for a breakdown of pricing given the much lower listed price of the fountains; the money for the work will come from the Friends of the Library donation. That donation will also cover museums passes and children's and teen summer programming, better shelves and file cabinets in the records room and the DeVito office; and the Director is hopeful that the same source will pay for sending three staff members to the American Library Association mid-winter conference in Boston this winter.

A discussion followed about the health insurance policy that the Library subscribes to for its permanent staff members. The Director has discovered a policy suggested by the Roy H. Reeve Agency, the Health Republic's Essential Care Platinum Plan for Health Insurance that will provide sufficient coverage for approximately ten thousand dollars less than the current provider. The decision will be put to a vote as an operational resolution.

The Director also thanked the Board for inviting staff members to this year's Trustee supper party at Louis Collins' house after the final Friday at Five event. A good time was had by all.

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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 8-18-15 to 8-27-15 numbered 12984-12995 in the amount of \$21372.03.

b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 09-11-15 numbered 12996-13038 in the amount of \$33977.71.

B. PAYROLL

a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods 07/22/2015 – 08/04/2015 in the amount of \$24162.45 and 08/05/2015 – 08/18/2015 in the amount of \$22967.53.

C. FINANCIAL REPORT

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 8/01/15-8/31/15

OPERATIONAL RESOLUTION

Harvey Loomis moved, Jackie Poole seconded and the Board voted unanimously to approve the following operational resolution:

A. Resolved that the Board of Trustees of the Hampton Library approves using Health Republic's Essential Care Platinum Plan for Health Insurance for the Full-Time Staff beginning at the renewal date of December 1, 2015.

Jackie Poole moved, Mary Lee seconded and the Board voted unanimously to adjourn the meeting at 4:45 pm.

Respectfully submitted,
Harvey Loomis, Secretary