

# **MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY**

**JANUARY 20, 2016**

directly following the Reorganization Meeting

## **REGULAR MEETING MINUTES**

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

Arthur Kalita present by invitation from the Director.

President Kaplan called the meeting to order at 4:07 pm.

Louise Collins moved, John Vendetti seconded and the Board voted unanimously to approve the agenda dated January 20, 2016.

Tom House moved, Louise Collins seconded and the Board voted unanimously to approve the Minutes of the December 16<sup>th</sup> regular monthly meeting.

Arthur Kalita, who had expressed interest in being on the Board of the Library, was introduced to the Board.

The Director announced that the 2015 Annual Appeal as of January 13, 2016 is at \$70425.00 with 165 donors; this compares with the 2014 appeal total of \$60,750 with 190 donors. The 2015 total includes a \$10,000 donation from Phyllis Davis, of which \$5000 will go to the Local History collection; several paintings are already being restored.

Amy Wahl has returned from sick leave healthy and happy the staff and patrons alike are glad to see her back.

The Library has acquired several small pop-up tents for use on rainy days at Fridays at Five, the annual cocktail party, etc.

The various cultural establishments in New York City that offer membership passes to the Library's patrons have been slow in issuing the membership passes for 2016, but have assured the Director that last year's will be accepted until the new one arrive.

The two new water fountains have been delivered, and will be installed soon.

The Director was pleased to announce that the hot-chocolate bar on Saturday has been a great success: besides the dairy and non dairy chocolate drinks, but also pastries, marshmallows peanut butter and so on have drawn eager patrons, young and old for the past few weeks.

The annual staff dinner, hosted by the Trustees, convened on January 8th at Almond restaurant and was enjoyed by all.

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

The Director reported that the music lecturer Prentice Dunn is apparently in Vienna conducting his chorus there, but will be back in time to give a few of his popular programs at the Library. Mary Lee suggested that students might be invited to attend those programs, and that led to a lengthy discussion on the subject of finding more ways to entice students – particularly young adults from the Bridgehampton School – to use the library's many offerings. Tom House has brought members of the 7<sup>th</sup> grade to the Library and reports that they "loved it" and added that two of them now come regularly to the Library to play Minesweeper.

The Young Adult attendance has been disappointing, but, as discussed in earlier meetings, there isn't room enough in the Library building to give them the semi-private space they need. On the other hand, the Director pointed out that a reorganization of the method of keeping count of attending YA's has shown that they are doing more in the Library than has been thought.

There have been declines of public participation in other areas of the Library's activities. Playapalooza suffered a drop in 1200 patrons last year because the back yard was closed during most of the summer due to the HVAC remediation work; chances are good that our patrons will return for next summer's outdoor Playapalooza. The decline in DVD circulation, on the other hand, may well be more permanent, as TV streaming video offerings such as Netflix and Roku, etc. cut into the call for DVDs.

The Director mentioned several programs intended to expand the Library's outreach to the public. One is to offer students who are required to do community service a program, devised with the Southampton Animal Shelter, in which the students come to the library to make toys for the rescue dogs and cats at the shelter. Another planned program will invite professional animal handlers to teach young Library patrons their skills.

The Director is also determined to restore the Sunday afternoon exercise classes that were cancelled last year while the HVAC project was affecting the temperature in the program room.

The Director is considering various other ideas for engaging the public, particularly the senior members of the community. Sandra Ferguson wondered whether the Library could send people to read to housebound or blind seniors. The Director said that previous efforts to make similar arrangements with the Community Senior Center – such as getting the elderly interested in a book club, or arranging for transportation to seniors' homes, had failed, partly because the staff at the Senior Center seems to have conflicting ideas on how such arrangements might be made. One solution that the Director has introduced is to send two staff members to the Senior Center once a week to engage the elderly in reading and drawing sessions. She also is working on a program to serve lunch to senior citizens in the Library's Program room.

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The question came up of how to make the Library's services better known to summer renters and visitors residents and to encourage them to use the Library. One suggestion is to prepare a welcome packet to be made available to summer renters, with help from realtors. Another would be to actually lend such non-library items as beach chairs, umbrellas, cake pans and toys to summer visitors.

The matter of overdue-book fines was introduced and a stimulating discussion ensued. The basic question was whether fines on late books bring in more money for the Library than they discourage prospective patrons from taking out books in the first place. The Director cited examples of other libraries that have stopped charging fines and found that the increase in patron satisfaction outweighed the loss of income from fines. She added that the income for our Library is somewhat hard to determine precisely because the fines intake is mixed with other sources of income, but she estimated that it was not very significant. Several members of the Board suggested that we try cancelling fines for a year and see how that effects income; there was general agreement that it is an idea worth serious consideration.

As to the HVAC proceedings, the Director said that four of the 11 units are not working at the moment, but are being worked on. She also divulged that many of the thermostats and sensors that govern the heating and cooling functions of the system are old and inefficient and should be replaced. She expects the price to replace them to be in the \$6,000 range.

Another construction meeting is to be scheduled, as is the Policy Committee meeting and the Long Range Plan session.

At 5:40 Jackie Poole moved, Louise Collins seconded and the Board voted unanimously to enter executive session for personnel matters. The regular meeting resumed at 5:50.

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

**A. DISBURSEMENTS**

a. Resolved that the Board of Trustees of the Hampton Library approves the prepayments of checks dated 12-16-15 to 01-05-16 numbered 13176-13196 in the amount of \$203449.97.

b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 01-13-16 numbered 13197-13227 in the amount of \$24425.15. B.

**B. PAYROLL**

a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods 11/25/2015 – 12/08/2015 in the amount of \$22559.99 and 12/09/2015 – 12/22/2015 in the amount of \$22731.57.

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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 12/01/15-12/31/15.

Jackie Poole moved, Tom House seconded and the Board voted unanimously to adjourn the meeting a 5:55PM.

Respectfully submitted,  
Harvey Loomis, Secretary.