

# MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY

MARCH 16, 2016 AT 3:30PM

## MINUTES

Present: Bruce Kaplan, Louise Collins, Matthew Rojano, Sandra Ferguson, John Vendetti, Tom House

Absent: Jackie Poole, Harvey Loomis

President Kaplan called the meeting to order at 3:33 pm.

Sandra Ferguson moved, John Vendetti seconded, and the Board unanimously approved the agenda.

John Vendetti moved, Louise Collins seconded, and the Board unanimously approved the minutes from the February 17, 2016 meeting.

In announcements, the 2015 appeal is up to \$72,465 with 178 donors, as compared to 2014 with \$60,750 and 190 donors.

In correspondence, a letter of resignation from Matthew Rojano, board member from Sagaponack, was received, as Matthew no longer lives in Sagaponack, but has moved to Bridgehampton. John Vendetti moved, Louise Collins seconded, and the Board unanimously approved a motion to appoint Matthew Rojano to represent Bridgehampton on the Board of Trustees of the Hampton Library in Bridgehampton.

The Director reviewed a quote from Riverhead fencing to replace existing fencing on the west side of the library property. The fence will be 6 feet high and will therefore need a permit. A resolution was passed by John Vendetti, seconded by Matthew Rojano, to obtain a permit and install the fencing.

The new shelving units have been installed in the Friends closet and records room, and they look great. The HVAC thermostats are installed, and the punch list for the final loose ends on the HVAC is being completed. The long range committee will meet prior to the next meeting. The Director is currently compiling suggestions from the staff of different departments to assist with the committee's assessments and ideas.

The library advocacy day was a huge success, and we should see some increases in grants for construction and library funding in the near future. In reports, the door counts are down, but the methods have changed, so the Director stated she would be recompiling so as to better compare the numbers. Library water bottles have been ordered and will be available soon. There are 2

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sizes. Large glass bottles will be available for purchase, and smaller stainless steel ones will be given to the children when they sign up for the summer reading club.

In the Young Adult report, it was noted that the computer usage is up from last month to 25 from 10. The drop in spot has been returned and is already showing increased usage from the make it boxes.

The visits to the senior center by Stacy and Paul have been going well. Stacy has been going every week to read aloud and do adult coloring. Approximately 4-8 people have been coming every week. Paul goes every 2 weeks to help with tech/computer issues and has been having about 6 people each visit.

Matthew Rojano moved, John Vendetti seconded and the Board voted unanimously to accept the Director's Report and Departmental Reports for the period February 1st through February 29th, 2016.

In old business, the building and electrical inspections passed for the HVAC upgrade. The tree is being replanted in the backyard. The lawn will be reseeded after the annual Easter egg hunt on Saturday, March 28<sup>th</sup>. H2M has compiled the punch list for the project. The Board discussed lifting overdue fines as of April 1<sup>st</sup>.

At 4:22 p.m. Louise Collins moved, Tom House seconded and the Board voted unanimously to enter executive session for personnel matters. The regular meeting resumed at 4:41p.m.

Matthew Rojano moved, John Vendetti 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 02-17-16 to 03-01-16 numbered 13273-13288 in the amount of \$10,600.67.

b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 03-09-16 numbered 13289-13322 in the amount of \$34,831.65.

**B. PAYROLL**

a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods 01-20-2016 -02-02-2016 in the amount of \$24,087.99 and 02-03-2016 in the amount of \$23,701.07.

**C. FINANCIAL REPORTS**

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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 02-01-2016 to 02-29-2016.

OPERATIONAL RESOLUTION

Louise Collins moved, Sandra Ferguson seconded and the Board voted unanimously to approve no longer collecting fines for overdue material as of April 1<sup>st</sup>, 2016.

Tom House moved, Jonh Vendetti seconded and the Board unanimously approved the Annual report to New York State as prepared by Kelly A. Harris.

Tom House moved, John Vendetti seconded and the Board voted unanimously to adjourn the meeting at 4:46p.m.

Respectfully submitted,  
Louise Collins, Vice President