

MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY

May 18, 2016 at 3:30pm

MINUTES

Present: Bruce Kaplan, Louise Collins, Jackie Poole, Sandra Ferguson, Tom House, Matthew Rojano, Harvey Loomis

Absent: John Vendetti

Jackie Poole called the meeting to order at 3:36.

Louise Collins moved, Sandra Ferguson seconded and the Board voted unanimously to approve the agenda.

Harvey Loomis voted, Matthew Rojano seconded and the Board voted unanimously to approve the minutes of its April 20, 2016 Board meeting.

The Director announced that the Policy Committee has met to review the job descriptions of the Library staff; some adjustments were made, and the new policies have been sent to Tom Voltz for review. They should be ready for adoption at the June Board meeting. The Long Range Policy committee has not yet met, due to scheduling conflicts.

The Director reported that the Library's Museum Day trip to the Vanderbilt Museum in Centerport, Long Island, was a great success, with 16 students from the Bridgehampton High School and three from elsewhere participating. The Bridgehampton kids wrote Kelly a thank-you card filled with amusing and articulate notes.

The Friends of the Library has now been designated by the IRS as a non-profit, tax- exempt organization.

Tai-Chi classes will be resumed on June 9th and will run on Thursdays at 12:30 until July 14th. In addition, a self-defense class for women and young women will be offered on August 2nd

The Director noted that the circulation of DVD units has diminished, probably because of the increased use by patrons of streaming entertainment offerings; and also, as the use of e-books has increased, the number of real books taken out has diminished slightly. Overall, however, there has been an increase in the number of patrons coming into the building.

A new scheme to enhance the Library's outreach to its patrons has been devised by the Director: the circulation of beach chairs. This summer, patrons will be able to borrow two folding chairs for a day at the beach; the loan rules will be the same as the museum passes, that is: three days, then a \$10 fine per day and a \$100 replacement fine. The children's room will be circulating beach-toy kits; the idea is aimed at weekend guests in need of extra chairs and toys who do not want to buy these items just for the weekend.

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The HVAC project is almost finished. A few problems here and there – a part of the temperature control system had failed and needed to be replaced. Generally the temperature in the building has been comfortable. The cooling tower out back needs to be registered, and will have to be inspected quarterly as required by state regulations.

The Director was unhappy to report that Shyla Berkeley has resigned from the staff. She no longer lives in the Bridgehampton area.

Almost 50 DVD films have been donated to the Library by the Take Two Documentary Film Festival; we now have almost all the films going back to the 2008 festival. Bruce Kaplan suggested that the Library make a donation – say, \$250? – to the Festival; or, if there is a program for the festival the Library could take an advertisement therein. The idea was met with approval by the Board.

The Friends came up for discussion once again. The suggestion was made that perhaps some of the “swag” items – hoodies, caps, water bottles, etc. -- that the Library is now offering for sale to its patrons might be put on sale at the Friday’s at Five. Would the Friends object? And again, the suggestion was discussed that Friends should attend Board meetings, and vice versa.

The Finance Committee has met with the Director, and the decision was taken to cut \$20,000 from the staff salary by adjusting the hours of the part-time staff. Since the turnout on Sundays averages only 40 patrons, reducing the Sunday staff make sense. This would not affect the Library’s service to its patrons, and the reduced hours would affect only the part time staffers,

Tom House introduced the subject of Paddlers for Humanity, an organization of which he is a member. The main event run by the organization is an annual race from Montauk Point to Block Island in kayaks and paddle boards – an 18-mile open ocean challenge. Participants in the challenge are sponsored by friends and organizations that make donations to the cause. Tom hopes that the Library might become a sponsor, and the Board readily agreed to participate in his endeavor. Details to follow.

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

DISBURSEMENTS

a. Resolved that the Board of Trustees of the Hampton Library approves the prepayments of checks dated 4-20-16 to 04-28-16 numbered 13372-13383 in the amount of \$8724.13.

b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 05-12-16 numbered 13384-13417 in the amount of \$39447.52.

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PAYROLL

a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods 03/16/2016 – 03/29/2016 in the amount of \$23781.15 and 03/30/2016 – 04/12/2016 in the amount of \$23628.86 and 04/13/16-04/26/16 in the amount of \$24064.42.

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 04/16—04/30/16.

OPERATIONAL RESOLUTION

Louise Collins moved, Harvey Loomis seconded and the Board unanimously approved the installation of a 4-foot fence along the west side of the Library's yard as per the proposal submitted by Riverhead Fence in the amount of \$1,900.00.

At 5:08, Jackie Poole moved, Tom House seconded and the Board voted unanimously to adjourn the meeting.

Respectfully submitted,
Harvey Loomis, Secretary