

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

**July 20, 2016 at 10:00 am**

### **MINUTES**

Present: Bruce Kaplan, Louise Collins, Jackie Poole, Sandra Ferguson, Tom House, John Vendetti, Harvey Loomis.

Absent: Matthew Rojano

President Kaplan called the meeting to order at 10:09am.

Louise Collins moved, Sandra Ferguson seconded and the Board voted unanimously to approve the agenda dated July 20, 2016.

The Director introduced the subject of the report on the Library's financial statement, compiled by CPA Gregory Ferraris, for the years ending December 31, 2015 and 2014. Generally speaking everything is good, and that the practices and procedures of the Hampton Library met the requisite accounting practices without any actionable deficiencies present.

Harvey Loomis moved, Sandra Ferguson seconded and the Board voted unanimously to approve the minutes of the June 15, 2016 meeting.

Louise Collins moved, Tom House seconded and the Board voted unanimously to accept the Director's Report and Departmental Reports for the period of June 1, 2016 through June 30, 2016.

The Director reminded us that the Rogers Library in Sag Harbor would be staging a human chain to return books hand to hand from where the books have been stored during the Library's renovation back to the Library.

Former Trustee of our Library, Flo DePetris, has died. An appropriate resolution of condolence will be proposed at our next meeting.

The Library has been very busy since the school year ended: a big increase in the Children and Teen department; program attendance has spiked; the 3-D printer has been much used, including producing an important piece for a patron's thesis. There has also been a notable increase in demands for space to be used by tutors, as a place of public accommodation the Library is bound to provide space for tutors to work with their students, but the number of insistent requests has outstripped the Library's ability to accommodate them. However, the Library has a Tutor Policy that helps, as the Director phrased it, "in reigning in some of the more demanding individuals."

The staff reduction approved at the last meeting has assured that the Library's budget for will stay under the historic 2% cap requirement.

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The store J. McLaughlin, on Main Street, is planning a “sip and shop” day for some time in September, which would offer patrons a free drink and then donate to the Library a percentage of whatever money the patron spends in the store. The Friends of the Library will sponsor the event. The possibility of convincing other retailers in the village to do likewise was discussed.

Tom House reminded the Board that he hopes to represent the Library by participating in the kayak race from Montauk Point to Block Island on July 30 and that he would appreciate any help the Board can give to raise the money necessary for him to enter the race.

It was announced that the annual Library cocktail party will be held, again, at Louise Collins’ house after the final Friday at Five event on August 26.

Jackie Poole moved, Harvey Loomis 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 6-15-16 to 06-22-16 numbered 13466-13482 in the amount of \$8815.85.

b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 07-14-16 numbered 13483-13522 in the amount of \$26068.45.

B. PAYROLL

a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods 05/25/2016 – 06/07/2016 in the amount of \$24277.79 and 06/08/2016 – 06/21/2016 in the amount of \$24348.46.

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 06/01/16-06/31/16.

OPERATIONAL RESOLUTIONS

A. Harvey Loomis moved, Louise Collins seconded and the Board voted unanimously to accept the Audit of the Hampton Library for Fiscal Year 2015 as prepared by Gregory Ferraris of Banducci, Katz and Ferraris.

B. Sandra Ferguson moved, Louise Collins seconded and the board voted unanimously to

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approve the legal notices as written to run in the Library's papers of record (Sag Harbor Express and Southampton Press) Thursdays, August 4 & 18 and September 1, 15 & 22 for the September 24, 2016 Budget Vote and Trustee Election.

Jackie Poole moved, John Vendetti seconded and the Board voted unanimously to adjourn the meeting at 11:26 am.

*Respectfully submitted,  
Harvey Loomis, Secretary.*