

MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY

SEPTEMBER 21, 2016

MINUTES

Present: Louise Collins, Tom House, Jackie Poole, Sandra Ferguson, John Vendetti, Matthew Rojano, Harvey Loomis, Bruce Kaplan. In addition, at the Director's invitation, Sarah Stenn and Thomas White, both from Sagaponack and candidates for election to the Board of Trustees, were present as observers.

The Board welcomed candidates Stenn and White.

Matthew Rojano moved, Sandra Ferguson seconded and the Board voted unanimously to accept the proposed agenda.

Harvey Loomis moved, Sandra Ferguson seconded and the Board voted unanimously to approve the minutes of the August 17, 2016 meeting.

The Director reported that a sequence of equipment failures had plagued the Library in the past month: a cracked toilet, broken condensation pump, a leak in the sprinkler room mechanical closet, failure of the Bridge Door lock, a leaking hose bib on the side of the building. Worst of all was the 'explosion' of the toilet in the main floor bathroom. Caused by an alien object flushed down the toilet, the resulting overflow leaked into the program room and then backed up into the man floor brand new water fountain with damaging force. Discussion is under way with Utica, the Library's insurance agent, to determine the cost of fixing everything.

It seems that our 2017 budget is not exceeding the cap, as the Director announced last meeting. The tax based growth factor for our service district has increased since our proposed budget was originally calculated. The tax based growth factor is used to calculate the allowable levy limit for an institution under the tax cap law. The Library's allowable level limit has increased as a result of the change to the tax based growth factor, therefore we are not exceeding the tax cap; the slight raise in our budget will cost the owner of a million dollar house by \$2.76. Also, in 2017 the Library will pay off its mortgage with the Bridgehampton bank.

There was a brief discussion about the use of the NARCAN instrument, designed to resuscitate a person who has lost consciousness: it can be used only by someone who has been trained in its use. The Library owns such device, but at the moment only the Director and Stacy Cagno – Schilb on the staff are so trained.

The Sagaponack School has made its first visit to the Library, and whatever difficulties that have been noted in the past have been eliminated; a new head teacher has been appointed and at the moment all is well.

The Director praised the children's section for a brilliant summer season.

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In connection with the HVAC situation, the Director said that the water tower will have to be cleaned twice a year according to the New York State rules to eliminate the possibility of Legionnaire's Disease. Those cleanings will cost \$9500 annually. In addition, it has been determined that keeping all the new HVAC equipment in working order will cost about \$7200 annually; the Director suggest that we pay D&S Mechanical to do that work, and the Board members agreed.

She also reported that the Friends of the Library had unwittingly deposited the money they raised this summer into the Library's account at the Bank instead of their own account. Steps are being taken to ensure this doesn't happen again.

A brief discussion ensued about the Pierre's septic problem: it is assumed that will presumably lessen as the summer ends, but it was agreed that nevertheless the Library's lawyer should send a letter to Pierre insisting that the restaurant must keep to the agreement previously determined as to what must be done to keep the problem under control.

Sandra Ferguson moved, John Vendetti 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 8-17-16 to 09-07-16 numbered 13576-13586 in the amount of \$8051.50.
- b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 09-14-16 numbered 13587-13618 in the amount of \$42011.86.

PAYROLL

- a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods 07/20/2016 – 08/02/2016 in the amount of \$25117.15 and 08/03/2016 – 08/16/2016 in the amount of \$24561.37.

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 08/01/16-08/31/16.

Tom House moved, Sandra Ferguson seconded and the Board voted unanimously to approve the following operational resolutions:

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A. Resolved that the Board of Trustees repeals the portion of its 2017 budget resolution authorizing the Library to exceed the tax cap because the proposed 2017 budget does not in fact exceed the cap.

B. Resolved that the Board of Trustees accepts the HVAC annual maintenance and inspection contract with D&S Mechanical in the amount of \$7,200.

C. Resolved that the Board of Trustees removes the signing privileges the Honorable Bruce Kaplan from all of the Library's Fidelity Investment accounts effective October 1, 2016.

D. Resolved that the Board of Trustees removes the signing privileges the Honorable Bruce Kaplan from the Library's Bridgehampton National Bank Account effective October 1, 2016.

E. Resolved that the Board of Trustees grants full signing privileges to Dr. Louise Collins for all of the Library's Fidelity Investment accounts effective October 1, 2016.

F. Resolved that the Board of Trustees grants full signing privileges to Dr. Louise Collins for all of the Library's Bridgehampton National Bank accounts effective October 1, 2016.

Bruce Kaplan marked his retirement as President of the Board of Trustees by passing the torch to Louise Collins and expressing his pleasure in having served as President, and congratulating the other members of the Board for their admirable work under his baton.

Jackie Poole moved, Tom House seconded and the Board voted unanimously to adjourn the meeting at 5:13pm.

*Respectfully submitted,
Harvey Loomis, Secretary.*