

MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY

OCTOBER 19, 2016

MINUTES

Present: Louise Collins, Tom House, Jackie Poole, Sandra Ferguson, John Vendetti, Matthew Rojano, Harvey Loomis, Sarah Stenn and Thomas White.

President Collins called the meeting to order at 3:36.

Thomas White moved, Matthew Rojano seconded and the board voted unanimously to accept the proposed agenda dated October 19, 2016.

Sandra Ferguson moved, Sarah Stenn seconded and the Board voted unanimously to accept the minutes of the September 21, 2016 meeting.

The Director announced that the Library has received \$250 from the League of Women Voters, and a \$6000 Grant from Senator Ken LaValle. We also received a warm thank-you note from staff member Judith Lechmanski for the party given here to celebrate her wedding earlier this month.

Many of the “loose ends” of things needed to be done around the building have been accomplished, according to the Director: Our circulating bake-ware collection is up and running, the landscape maintenance has been completed, the DCV valve has been relocated, and the reporting to Utica insurance for the replacement of the water fountain has been completed and we received our claim check. A new fountain is on order from D&S Mechanical. The Library’s carpets and upholstery have been cleaned.

The Annual Budget Vote and Trustee Election was successful. Sarah Stenn and Tom White now represent Sagaponack and Matt and Sandra were reelected. Election results were sent to both schools so that taxes may be levied on our behalf and reported to SCLS.

The Director noted that the ‘door count’ for the season was down, but that the circulation in general has gone up. One possibility to explain the lower door count is that in summer many patrons come through the back-yard door, which does not have a counting device.

As for the annual cleaning of the cooling tower, the Director recommended that we cleave to option one, as discussed at the last meeting, which called for accepting the offer of Tech2o to do the work. Sandra Ferguson moved that the Board pass an Operational Resolution to that effect, Harvey Loomis seconded and the Board voted to do so.

It is time for the annual appeal letter to be sent out. The Director is combing the list to remove names of those who have not contributed for a while, and the Board agreed that including an

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announcement of the appeal in the next edition of The Link would be a desirable contribution to the appeal effort.

The Director suggested that the long-delayed study of the Board's various committees should take place soon. She recommended that a meeting be held with Gerald Nichols of Library Consulting Services, a widely respected Library management consultant who has been helpful in the past in organizing the committee arrangements; the Board agreed to organize a Board "retreat" to bring the members together with Mr. Nichols in a venue outside of the building. This resulted in an enthusiastic agreement to schedule a breakfast meeting next January at the nearby Rose-Topping restaurant. The Director said she would make the arrangements. In somewhat the same vein, the Director suggested that the Board be given a tour of its own Library, since many members have never seen parts of the building. This suggestion was also readily agreed to.

There was fire alarm in the early hours of October 15 that proved to be a false alarm because of a failed smoke detector on the main floor. The Director has put herself first in the list of people to be called in case of an alarm, followed by staff member T Quinn, then President Collins next.

The Director is researching new printers, which will be a more efficient machine than the present one. But on a larger scale, she is researching management systems for the Library's computer and copier printing setups. She hopes to be able to use the Friends of the Library donation (which will be \$27,000 for 2016) to pay for the new equipment, which would save money in the long run and provide a more sustainable system.

The Friends have been encouraged to send representatives to the next Board meeting to be present for a photo op of them holding a huge fake check. There will also be a reorganization meeting of the Friends because several officers of the group have resigned.

Two objects were on display in the meeting room: a bright orange, fat "YogiBo", which stands four feet tall and is filled with small beads and makes a comfortable seat or lounge. (Several members of the Board demonstrated its comfy usefulness.) The Director plans to buy several more for use in either the children's room or the YA space, or both. The other object was a small, brightly painted wooden "Little Free Library" box that is to be given to Madoo conservancy in Sagaponack for the use of the Library children who visit Madoo. It cost \$50 as part of a coordinated outreach project with SCLS. The Director hopes to find funding and locations for additional "Little Free Libraries" which cost upwards of \$500.

The Director announced that she will be on vacation in Hawaii for two weeks starting October 20. In her absence Danielle Mechise will be the Officer in Charge; Judith Lehmanski will be next in command.

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Tom House moved, Jackie Poole 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 9-21-16 to 10-04-16 numbered 13619-13629 in the amount of \$7136.52.
- b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 10-07-16 numbered 13630-13655 in the amount of \$21364.62.

Payroll

Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods 08/17/2016 – 08/30/2016 in the amount of \$24404.90 and 08/31/2016 – 09/13/2016 in the amount of \$23315.16 and 09/14/16-09/27/16 in the amount of \$23304.58.

Financial Reports

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 09/01/16-09/30/16.

Operational Resolution

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

Resolved that the Board of Trustees of the Hampton Library approves contracting with Tech2O and Garrett Callahan for the cleaning and inspection of the Library's Cooling Tower in compliance with NYS DOH Regulations for Legionella Control in Cooling Towers.

Jackie Poole moved, Tom House seconded and the Board voted unanimously to adjourn the meeting at 4:47 pm.

*Respectfully Submitted,
Harvey Loomis, Secretary*