

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

Wednesday August 15, 2018 at 10:00am

Present: Louise Collins, Sandra Ferguson, Harvey Loomis, Jackie Poole, Sarah Stenn and Sagaponack Resident Diana Payne

Absent: Tom White, Mbachii Kumwenda, Matt Rojano, John Vendetti

President Collins called the meeting to order at 10:15 am.

Jackie Poole moved, Sandra Ferguson seconded and the Board moved to accept the agenda for the meeting.

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

Public Expression: Sagaponack resident Diana Payne introduced herself to the Trustees and expressed interested in running for the open Board of Trustees position.

Announcements:

2017 Annual Appeal as of 6/13/2018 is at \$59,810.00 with 160 Donors
2016 Annual Appeal as of 6/13/2017 was at \$48,000.00 with 159 Donors
\$4,707.00 Amy F Wahl Memorial Scholarship
\$10,000.00 bequest from Elizabeth Ebel – Received
\$15,000 bequest from Dorothy Hines - Received

Correspondence:

Email From Dick and Janet Bruce regarding recording of Fridays at Five
Memo from Tom Volz regarding new state mandated sexual harassment policy and training.

Director & Department Reports:

Director Harris shared the college plans of the recent high school graduate staff members Milo Youngerman, Patricia Figueroa and Montse Udave.

The Battle of the Books team competed on August 11 at Stony Brook University and had a great time.

Director Harris met with Diane Downs of GNFerraris for her in office work to complete the annual audit. She also met virtually with Capira to discuss the mobile app upgrade.

The Family and Young Adult Departments have been busy and programs have been well attended.

Sarah Steen moved, Jackie Poole seconded and the Board voted unanimously to approve the Director's Report and Departmental Reports.

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Unfinished Business:

Ongoing concerns regarding the Friends of the Library were discussed including concerns about the audio system. An email from Friends Co President Dick Bruce was shared. Director Harris pointed out that some of the frustration lies with attendees moving their chairs out of range, some of the speakers do not speak in to the mic as instructed, and that it would be helpful for there to be a quick mic check with the speaker before the event. After the season is over Director Harris will secure proposals from different Audio/Visual companies to upgrade or possibly update the equipment.

The Board of Trustees will throw the annual thank supper party thanking the Friends of the Library on Friday, September 28 at 6:30 pm. Lombardi's of Love Lane will Cater. Director Harris will send out invitations and coordinate with the caterer.

Director Harris presented the proposed 2019 operating budget which included a modest increase to the Library's 4013B defined contribution retirement plan for qualifying employees. Due to the increase in the towns Tax Base Growth Factor and allowable "roll-over" from the previous year, the budget increase will not exceed tax cap. Harvey Loomis has chosen not to run for reelection and therefore there is one open trustee position to represent Sagaponack.

Discussion of replacing the glass curtain wall and security cameras has been tabled until the fall.

New Business:

None

Financials:

The following financials were considered on a consent agenda:

DISBURSEMENTS

Resolved that the Board of Trustees of the Hampton Library approves the prepayments of checks dated 07/18/2018 – 07/31/2018 numbered 14677-14692 in the amount of \$9761.37

Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 08/09/2018 numbered 14693-14720 in the amount of \$13856.69

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PAYROLL

Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods 06/20/2018-07/03/2018 in the amount of \$25883.03 and 07/04/2018-07/17/2018 in the amount of 25699.13

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 07/01/18-07/31/18

Sandra Ferguson moved, Harvey Loomis seconded the Board unanimously approved all financials.

Operational Resolutions:

None

Adjournment:

At 11:20 am Jackie Poole moved, Sandra Ferguson seconded and the Board unanimously vote to adjourn the meeting.

Next Regular Meeting of the Board of Trustees: Wednesday, September 19, 2018 directly following the Budget Hearing at 3:30 pm.

Respectfully submitted,

Kelly A. Harris, Director