

John Jermain Memorial Library  
March Board Meeting  
March 17, 2021  
Conducted remotely via ZOOM

I. President Gloria Primm Brown called the meeting to order at 5:30 pm. Attending were trustees Susan Edwards Michael Garabedian, Nick Knab, Patricia McCormick, Bill McCoy, Ann Sutphen and Bob Weinstein, as well as library director Catherine Creedon. Members of the public: Wonda Miller, Nada Berry.

II. Approval of February Minutes. Motion by Sutphen, second by Edwards, unanimously approved.

III. Treasurer's report.. Motion to approve report by McCormick, second by Edwards, unanimously approved. Treasurer's report attached.

IV. Friends' Report: The Friends will sponsor a virtual visit to the NY Metropolitan Museum of Art on April 28; the cost is \$10. The Friends are exploring a cookbook featuring local chefs and cooks.

V. Director's Report:. Report and statistics, report, attached. Members of the board suggested that Creedon submit this month's report, an especially eloquent statement about the role of women, to the local paper.

VI. Correspondence and Publicity: The library will be featured in a special newspaper insert and the library's role in providing diverse books was highlighted in the Express. Creedon was interviewed on WLIW.

VII. Committee Reports:

- Buildings and Grounds: no meeting
- Finance: no meeting
- Fundraising: no meeting
- Personnel: no meeting.
- Policy: The committee met to continue revising the policy manual and bylaws. Creedon and Edwards will attend a NYLA webinar re policy development.
- Parks: Knab reported that Sag Harbor Cinema and Bay Street are interested in hosting events at the park.

VIII. Old Business:

- Creedon thanked the board for attending the best practices workshop and said she would develop a proposal regarding including individual warrants and payroll disbursements in the monthly report to the board.

IX. New Business:

- a. Creedon presented drafts of five new policies required by the state: policies regarding procurement, animals in the library, paid family leave, a code of ethics and collection development. McCoy moved that the board accept the policies, Sutphen seconded. Unanimously approved. Policies attached.
- b. Creedon presented the Annual Report for Public and Association Libraries, which included questions about new minimum standards as required by NY State. Garabedian moved that we approve the report, Sutphen seconded. Unanimously approved.
- c. Primm Brown presented the new NY State records retention policy. Garabedian moved that we adopt the new policy; Sutphen seconded. Unanimously approved.
- d. Personnel updates. Two employees who were on leave due to the pandemic have returned to work. One employee has tendered her resignation; Creedon will work to redesign the position before posting it as available.
- e. Edwards offered to put together appreciation baskets for the library staff for National Library Day.
- f. Trustee elections. The candidates' forum will be held on September 22. The election and budget vote will be held Oct 7, 2021. Creedon will investigate the election mechanism needed for two- and three-year terms.

XI Public Expression. Barry suggested that salary information not be included in the warrants report. She also suggested that we support the South Fork Bakery in the staff appreciation baskets.

XII Motion to adjourn by Sutphen, second by McCoy. Unanimously approved. Meeting adjourned at 6:57 pm.

Respectfully submitted,  
Patricia McCormick, Secretary