

## **Minutes of JJML Board of Trustees Meeting of December 15, 2021**

I. **Opening of Meeting:** President Gloria Primm Brown called the meeting to order at 5:32 pm. Attending were trustees Susan Edwards, Michael Garabedian, Nick Knab, Bill McCoy, Ann Sutphen and Bob Weinstein, as well as Library Director Catherine Creedon. Members of the public: Wonda Miller, Nada Berry, Carl Peterson, Nick Gazollo, Susan Merrell, et al.

II. **Executive Session:** A motion was made by Sutphen to go into executive session; seconded by Weinstein. Motion carried unanimously. The executive session commenced at 5:33 p.m. The board came out of execution session at 5:52

III. **Approval of Minutes:** Trustee McCoy moved to approve the minutes of the last meeting; seconded by Knab. Motion carried unanimously.

IV. **Treasurer's report:** Trustee Sutphen delivered the Treasurer's report (See, attached Statement of Financial Position, Budget vs. Actual, Check Detail reports)

Sutphen reported the following:

- Library is running under budget
- Anticipating an invoice/proposal for HVAC repair:
- Library has sufficient funds for HVAC repair;
- "No surprises expected for year-end budget";

Trustee Weinstein made a motion to approve the report, which motion was seconded by Knab, and approved unanimously.

V. **Friends report:**

President Brown delivered the report:

- \$2,000 donation to the teen writing program made in honor of Cathy Creedon
- Virtual tour of NY Historical Society and the Ruth Bader Ginsburg exhibit on January 17, 2022

VI. **Director's Report:**

Director Creedon delivered her final report as Director of JJML, a copy of which is annexed hereto.

Creedon then reported on Library statistics (see attached statistical analysis)

- "We look good. Really, really, really good."
- Total circulation is above 2019
- Programming shows strength

- Computer use is down, as expected
- In-house circulation is up 16.3%
- Correspondence from legal counsel regarding mask mandates

## VII. Committee Reports

- Building/Grounds – McCoy reported that the committee did not meet. However, he stated that the committee has been working towards getting bids for HVAC repairs. Hoping to receive quotes from contractors for repairs;
- Finance/Budget/Legal – Sutphen reported that the committee did not meet
- Outreach/Publicity – did not meet; but Creedon reported that she has been working with incoming Director Kelly Harris. Creedon asked that donations be made to the Jeanette Sarkissian Wagner Teen Writing Project. Goal to endow program for 8 years: \$7,500/year. Thus far, they have raised \$52,500 of the \$60,000 goal.
- Personnel Committee: Garabedian reported that the committee met to discuss the transition from Director Creedon to Ms. Harris. Committee also discussed Creedon’s severance package;
- Policy – the committee did not meet
- Park Board – Trustee Edwards reported that Mash. Park is moving forward successfully with the School towards renovation; the JJML board will need to select a liaison for the next term;

## VII. Old Business

- Changes to the NYS Open Meeting Law
  - Provision for Zoom meetings
  - Minutes must be posted to the JJML website within 2 weeks of the meeting
  - New legislation that entire board packet must be posted online in compliance with NYS law;

## VIII. Nominating Committee

- Trustees Knab and Edwards had virtual meetings, and recommend the following slate of candidates:
  - Gloria Primm Brown – President
  - Anne Sutphen – VP, with intent to be President in 2023
  - Bill McCoy - Treasurer
  - Bob Weinstein - Secretary

Trustee Garabedian moved to adopt the slate; Edwards seconded: unanimous approval

## IX. New Business:

- Committees to be selected by the incoming President
- Formal Organizational Meeting: January 19, 2022

Personnel Updates:

- Arielle Hessler started as Director of the Amagansett Library her JJML position, Outreach and Programming Coordinator, to be selected by incoming Director Kelly Harris.
- Andrew Tarantaowicz was hired as Emerging Technologies Librarian with a start date of 12/1/2021.
- Colleague Nancy Meyers selected inaugural LILRC (Long Island Libraries Council) Diversity Intern.

X. **Period for public expression:**

- Nada Barry presented a card to Director Creedon signed by 24 board members of JJML
- Bob Weinstein presented a gift to Creedon on behalf of the current board and several former board members

Meeting ended: 6:25 pm

Minutes prepared by Garabedian