



**JJML Board of Trustees Meeting  
Regular Meeting Minutes  
Wednesday, February 16, 2022  
Meeting held Virtually via Zoom**

- I. **Call to Order:** President Gloria Primm Brown called the meeting to order at 6:01 pm. Attending were Vice President Ann Sutphen, Treasurer Bill McCoy, Secretary Diane Deger, Trustees Michael Butler, Michael Garabedian, Dan Glass, and Executive Director Kelly Harris. Members of the public: Wonda Miller, Alison Bond.
  
- II. **Acceptance of Resignation/Appointment of Secretary:** Accepted resignation from position as Secretary from Bob Weinstein. Election of Diane Deger as Secretary. Motion to approve by Glass, seconded by McCoy, unanimously approved.
  
- III. **Approval of January 19, 2022 Minutes:** Motion to approve by McCoy, seconded by Garabedian, unanimously approved.
  
- IV. **Friends of the Library Report:** President Primm Brown reported that there are no meetings scheduled in January and February.
  
- V. **Treasurer's Report:** McCoy submitted January report. Revenue and expenses were low. Close of January brings us to 8.3% of yearly fiscal budget. Revenues were at .19% of annual budget and expenses were at 7.07% of budget. This is normal for this time of year.
  - Motion to approve by Garabedian, seconded by Glass, unanimously approved.
  - Approval of 46 warrants (all typical expenses.) Motion to approve by Garabedian, seconded by Ann Sutphen, unanimously approved.
  
- VI. **Director's Report:**
  - Director Harris and staff member Aracely Garcia delivered masks and COVID-19 test kits to the Sag Harbor Food Pantry.
  - HarborFrost was a success.
  - The fourteenth annual African American Read In was well attended and hopefully next year it can be held in the library's rotunda.
  - Staff development focused on emergency procedures and equipment in the building.
  - Google Hub Nests were introduced to staff and will be used primarily to assist with translation.
  - Toys have been reintroduced to the Children's room and Youth Services program attendance is increasing.
  - Statistics reflect a strong start to the new year. 359 items were added to the collection in January.
  - Director Emerita Catherine Creedon submitted a written report on the Wagner Teen Writing program. This program is fully funded through 2029.



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**VII. Committee Reports (January 2022):**

- **Personnel:** Met 2/11. Two part-time hires; one for Children's room and one for Monday evenings. Aracely Garcia will become full time in April when she instructs ENL and will assist with citizenship and translation. Still looking to hire a Program Director. Discussion of need to improve employee benefits.
- **Finance, Budget, Contracts & Legal:** No meeting. Plan to piggyback next month with Personnel.
- **Building & Grounds:** Reported that the archives room does not have a leak, it has a condensation issue. Universal power supply surge protectors are needed. A proposal from Relle Electric was given. Committee recommends that the antique clocks be serviced. A donor requested that a plaque in history room be replaced with corrected wording. Discussion of replacing floor in program room and carpet cleaning as future projects.
- **Policy & Long Range Planning:** Met and reviewed all online policies. No action taken. Most policies were updated in last 2 years. Suggested that public expression be added to beginning of meetings as well as at end.
- **Outreach & Public Relations:** Met and suggested that a fundraising letter go out in November. A letter generated by the committee reflecting the voice of the Board and introducing Kelly Harris will be sent. It will be signed by President Gloria Primm Brown and Bob Weinstein, committee chair. Discussion of use of rotunda for fund raising events. Suggested holding a Meet the Director event in May.
- **Mashashimuet Park Board:** Meeting held on 2/9. Board unanimously approved library's request for May event in park. Grandstand construction contract to be signed. Park Board plans to initiate an annual scholarship/award to a Pierson graduating senior. Seeking proposals for installation of security camera system. Planning a 5K fundraiser race for September. Drawing of redesigned ball fields will be presented to superintendent of schools. It will be up for bond vote in May. Park house needs repair and estimates are being sought.

**VIII. Old Business: none**

**IX. New Business:**

- **Amendment to 12/15/21 resolution:** proposal to amend the resolution adopting the nominating committee's recommended slate of candidates but rescind its recommendation for President in 2023 to comply with bylaws. Motion by Garabedian, seconded by McCoy, unanimously approved. Discussion of future nominating procedure and clarification of committee selection.



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- ***Covid-19 Safety & Protocols:*** Library will continue to keep mask mandate in place until 3/16. Plastic barriers at service desks have been removed. Both lower level bathrooms are now public.
- ***Personnel Policies on Website:*** Discussion of placing library policies and personnel policies on website. All library policies which are not currently on the website will be placed on the website.
- ***Fidelity Account Authorized Individual:*** Executive Director Kelly A. Harris is to be the authorized individual on its Fidelity account and retired Executive Director Catherine Creedon's name is to be removed from the account effective immediately. Motion to approve by Glass, seconded by Sutphen, unanimously approved.

X. **Period for Public Expression:** Alison Bond seeking update on the gift of two trees purchased over four years ago, to be planted on Jefferson Street. Issue will be taken up by Buildings and Grounds committee. Followed by discussion of future use of rotunda. Issue for further study by Outreach and Public Relations committee.

XI. **Executive Session:** None

XII. **Adjournment:** Motion to adjourn by Sutphen, seconded by Glass, unanimously approved. Meeting adjourned at 7:40 pm.

Respectfully submitted,

Diane Deger, Secretary