



JJML Board of Trustees Meeting
Regular Meeting Minutes - DRAFT
Wednesday, April 20, 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, Nada Barry.

- II. **Approval of March 16, 2022 Minutes:** Motion to approve by Sutphen, seconded by McCoy, unanimously approved.

- III. **Period for Public Expression:** Barry asked if the library could follow procedure of the village and post board meetings the day before along with the Zoom link so that perhaps more members of the community would participate. She also questioned library policy concerning the requirement that children under 10 years of age have an adult caregiver present in the library with them. Harris advised that most libraries require caregiver supervision for children 12 years of age and younger. Garabedian stated that unattended children pose a liability on the library and that the library would become in loco parentis.

- IV. **Friends of the Library Report:** President Primm Brown reported that no meeting was held.

- V. **Treasurer's Report:** McCoy submitted March 2022 report. The close of March ends the first quarter and 25% of the fiscal and budget year 2022. Revenue from the SHUFSD is at 60.8% of annual budget. Healthcare payment for February was carried over and the security system contract is new. Expenses are under 25% of budget. Sutphen questioned the placement of a Wagner donation on the Revenue and Expense report comparing the annual budget to the year-to-date. Harris explained that she ran the reports removing all lines which were unbudgeted to alleviate the confusion caused by the unbudgeted lines appearing the same report at the March meeting. Harris produced for the Board the same report with the unbudgeted lines included which showed that the totals for all budget lines matched and that both reports were correct. This led to discussion about how reports are run on Quickbooks. Harris said that while Quickbooks can export reports into Excel to merge reports or edit the reports to reflect some lines and not others, this is not a best practice and the reports should be run as we have traditionally run them as preset reports in our Quickbooks software. These reports are approved by our auditors. Harris asked the Board to decide which of the two ways they would like the Revenue & Expense comparing the budget to the YTD to be run. It was decided to run the report with all of the budget lines including those that are no longer in use or unbudgeted. Harris also stated that the reason we are required to run so many reports is because each report reflects things in different ways and the reports match up but not always in an intuitive manner. Harris also noted she corrected a keystroke error in line 6350, retirement; \$7,200 should be \$72,000. This will be adjusted in next month's report.



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- Motion to approve financial reports dated March 1 – March 31, 2022 by Glass, seconded by Garabedian, unanimously approved.
- Motion to approve warrants 12277-12339 by Garabedian, seconded by Glass, unanimously approved.

VI. Director's Report:

- New Outreach and Programming Librarian is off to an impressive start. Rachel and Andrew worked together to cover the Egg Drop Challenge, which received some social media coverage.
- Mira continues to oversee the remaining Wagner Teen Writing program sessions. New snack of choice is ramen.
- SCLS social media team will come to do a social media audit and assist with improving the library's social media engagement with the expectation that it will improve the library's marketing efforts.
- Teen Librarian position is still open. Hopefully a new hire will be made in May.
- The story time circle will not happen until the teen section is relocated.
- The clocks were given a light cleaning and the pendulum on the third floor clock was serviced, but needs additional repair work. The clocks are unique and valuable. The restoration of the clocks requires further research.
- Painting on some of exterior windows need attention. Craig Roades recommended painter Alex Mora for the project.
- Hamptons Pride will hold the first Hampton ever Pride Parade on June 4, 2022. Library staff will join Director Harris in participation.
- Staff are brainstorming ways to engage teens on social media.
- Statistics for March, 2022 show continued increase in visitors, items checked out and renewed from library, children and YA programs, and wireless patrons.

VII. Committee Reports (January 2022):

- **Personnel:** See Retirement Contributions under New Business. Personnel will meet following the Finance committee meeting on May 2, 2022.
- **Finance, Budget, Contracts & Legal:** Met on April 4, 2022. Seeking ways to increase revenue. Discussed best ways to continue working with Fidelity Investments, which currently handles library's gifts of stocks. Consideration was given to use their services to purchase CDs or bond funds. McCoy and Harris met with Dime Community Bank advisors Keith Robinson and Tara Fordham, who raised our interest on the money market account. Expect to see additional \$400 per month in interest, effective 4/1/2022. Mortgage interest holds at 4.75% Plan to follow up with Dime investment advisor. Funds will be earmarked for replacement of library stacks and HVAC system maintenance and repairs. Will meet again on May 2, 2022.
- **Building & Grounds:** Did not meet.



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- **Policy & Long Range Planning:** Did not meet.
- **Outreach & Public Relations:** Did not meet. Director Harris commented that she has meetings scheduled and she attended a Chamber of Commerce meeting last week.
- **Mashashimuet Park Board:** The Sag Harbor Historical Society's featured summer exhibit is on the history of Mashashimuet Park. A presentation to the public is scheduled for 7/10/2022 at 5:00 pm. Pierson seniors are holding a fundraising event in the park, showing a Disney movie on 4/29/2022. Hampton Collegiate Baseball will offer camp program from 6/12/2022-7/31/2022. Scholarships will be offered to Sag Harbor and Bridgehampton children in need. Tick awareness signage will be installed in the park and on trails in May. A surveillance camera system will be installed in the park.

VIII. **Old Business:** None.

IX. **New Business:**

- **Retirement Contributions:** The library's benefits package lacks sufficient retirement contributions and is not competitive with other libraries. Ten percent is a current standard. In order to attract and retain full time staff, JJML will increase its current contribution from 4% to 10% in 2023 with employees continuing to their 2% contribution. JJML wants to be a leader in employee retention and continue to attract and retain talent. Committee voted on this and recommended the Board adopt the increase to retirement contributions pending the approval of the 2023 Budget at our Annual Budget vote in September.
 - Motion to increase JJML retirement contributions from 4% to 10% beginning January 1, 2023 made by Sutphen, seconded by Primm Brown, unanimously approved.
- **Changes to Open Meetings Law:** After discussion of proposed changes to the open meetings law, with respect to videoconferencing, it was agreed to wait for further updates from the State, the Committee on Open Government and our attorney.

X. **Period for Public Expression:** None

XI. **Executive Session:** None

Adjournment: Motion to adjourn by McCoy, seconded by Glass, unanimously approved. Meeting adjourned at 7:02 pm. The next meeting is scheduled for Wednesday, May 18, 2022.

Respectfully submitted,
Diane Deger, Secretary