



JJML Board of Trustees Meeting Regular Meeting Minutes - **DRAFT** Wednesday, May 18, 2022 Meeting held Virtually via Zoom

- **Call to Order:** President Gloria Primm Brown called the meeting to order at 6:01 pm. Attending were Treasurer Bill McCoy, Secretary Diane Deger, Trustees Michael Garabedian, Dan Glass, Bob Weinstein and Executive Director Kelly Harris. Absent: Vice President Ann Sutphen and Trustee Michael Butler
Members of the public: Wonda Miller, Nada Barry.
- **Approval of April, 2022 Minutes:** Motion to approve by Garabedian, seconded by McCoy, unanimously approved. (6-0)
- **Period for Public Expression:** None
- **Friends of the Library Report:** President Primm Brown reported beginning in September, the Friends will change their meeting time from 2:00 pm to 11:00 am. Plans are underway for a December cocktail party, with a ticket price of \$50 per person. John Avalon will be the guest speaker. Director Harris shared preliminary plans for the Spring which include a luncheon at The American Hotel featuring a guest speaker on intellectual freedom. The annual House Tour may be dropped so that the Friends can focus on two more manageable events.

Treasurer's Report: McCoy presented an analysis of the cash balance. We are one third of the way through the fiscal year. The balance of the school district revenue will come in a few months. He stated that \$13,000.00 was paid to Relle Electric for HVAC surge protection. We are at 29.1% of budget, year to date. It was noted April mortgage payment will show on next month's report since April 30 fell on a Saturday.)

- Motion to approve financial reports dated April 1 – April 30, 2022 by Garabedian, seconded by Glass.
- Motion to approve warrants 12340-12380 and dated 4/12/22-5/9/22 totaling \$46,043.77 by Garabedian, seconded by Glass, unanimously approved.
- **Director's Report:**
 - Harris reported that she is meeting many new patrons, as they return from their winter destinations.
 - Library is reinstituting and adding onto its collection of museum passes. Suggestions were made to include, Guild Hall, The Church, and The Whaling Museum among some others.
 - Rachel and Andrew met with the SCLS Social Media Team to increase patron engagement.
 - Garabedian asked about social media posts. Harris shared insight about best practices for posting events and the use of hashtags. Discussion broadened with suggestion by



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Weinstein to include relevant postings of interest to the community. Discussion of how JJML should share a synergy with other Sag Harbor cultural institutions. Various organizations' program directors can work together in future programming.

- Harris and various staff members met with team at Bay Street Theatre and The Whaling Museum to discuss future collaborations.
- Plans are underway for Hamptons Pride Parade.
- Andrea Hill is the newly hired Young Adult Librarian. She begins on June 15, 2022.
- **Committee Reports (January 2022):**
 - **Personnel:** Met on May 2, 2022 and discussed retirement package. It was agreed that our benefits package was better than other local libraries. Nothing more needs to be added at this time. Review of Harris's performance is the first week in June. Trustees are requested to submit their evaluations to President Primm Brown. A Sunshine Committee was started for the staff.
 - **Finance, Budget, Contracts & Legal:** Harris reviewed an early draft of the budget. Cap form must be submitted before budget is adopted. Treasurer McCoy and Director Harris met with Lania Cross of LPL Financial and Tara Fordham of Dime Bank to discuss the purchase both six-month and one-year Treasury notes. Moving forward requires a modification in the investment policy. Committee proposes to meet again in June to revise policy. Trustees have fiduciary responsibilities and must be mindful and invest prudently. Proposed plan to purchase Treasury bills can yield significant interest income.
 - **Building & Grounds:** Did not meet. The next meeting is scheduled on June 13, 2022 at 4:00 pm.
 - **Policy & Long Range Planning:** Did not meet.
 - **Outreach & Public Relations:** Did not meet. Harris added that she is working her way through her list of meetings with local institutions. An ice cream social is planned for June 18, 2022. She added that there have been nine new staff members hired in less than a year.
 - **Mashashimuet Park Board:** Deger attended the board meeting on May 11, 2022. New signage containing information about the history of the park was installed in the playground area. Kiosks with information about tick awareness and containing tick spray have been installed at the entrances to the park trails. Sixteen Pierson seniors applied for the park scholarship. A candidate has been selected. An issue of a private property over clearing land bordering Otter Pond was addressed. The park board president asked Deger to inquire with library about plans for the September library budget vote. Harris responded that she has been in contact with school superintendent. Garabedian disclosed that his wife is the president of the park board. The trustees engaged in discussion about the September voting procedure. It was the opinion of the majority of the Trustees that the Library budget vote and trustee



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election should remain separate from the School referendum to update the athletic fields at the park.

- **Old Business:**

- **Open Meetings Law:** No new guidance has been given with respect to the open meetings law. Further exploration into the adoption of a policy for future virtual attendance at meetings is needed. There is no way for members of the public to participate in a Zoom meeting without ability to participate. Director Harris will reach out to Vice President Sutphen to schedule a Policy Committee meeting to discuss the issue.

- **New Business:**

- **Electronic Monitoring Law:** A memorandum from Volz & Vigliotta detailing the Electronic Monitoring Law was discussed. Harris said the information has been posted on the staff bulletin board.
- **Investment Policy:** The Finance Committee will meet to discuss our current investment policy and make a recommended revision to the Board at the June meeting.
- **Designated Bequest:** Director Harris met with a patron to discuss her plans to include the Library in her Will. The bequest would be designated to support and encourage adult writers working on their first novel.
- **A stipulation of estate request** which included the Library as a beneficiary has been settled. Garabedian needs authority to sign off on agreement before the court will grant approval and issue a check.
 - Motion to approve by McCoy, seconded by Weinstein, unanimously approved.

- **Period for Public Expression:** None

Executive Session: Motion made by Glass, seconded by Garabedian at 7:38 pm to discuss the employment history of a particular person. Motion to exit made by Glass, seconded by Weinstein at 7:41 pm

Adjournment: Motion to adjourn by Glass, seconded by Weinstein, unanimously approved. Meeting adjourned at 7:41 PM. The next meeting is scheduled for Wednesday, June 15, 2022.

Respectfully submitted,
Diane Deger, Secretary