



## JJML Board of Trustees Meeting Regular Meeting Minutes Wednesday, June 15, 2022

**Call to Order:** President Gloria Primm Brown called the meeting to order at 6:05 pm.

Attending were Vice President Ann Sutphen, Treasurer Bill McCoy, Secretary Diane Deger, Trustees Michael Butler, Michael Garabedian (6:30 pm), and Executive Director Kelly Harris.

Absent: Trustees Bob Weinstein and Dan Glass

Members of the public: Wonda Miller

**Approval of April, 2022 Minutes:** Motion to approve by Sutphen, seconded by McCoy, unanimously approved. (5-0)

**Period for Public Expression:** None

**Friends of the Library Report:** President Primm Brown reported that the Friends met on June 9th. Sale of cookbooks was a great success, there are 3 copies remaining. A cocktail party is scheduled for December 4, 2022, to be held at Tutto Il Giorno. Tickets will cost \$50. The Friends are looking for new fundraising ideas.

**Treasurer's Report:** McCoy reported that the cash balance will be at its yearly high next month. The close of May brings the library to 41.7% of the fiscal and budget year 2022. Revenue from the SHUFSD is at 60.8% of annual budget. Two checks received from the district, totaling \$757,049 will be reflected in the June financial report. Two cash gifts were received totaling \$6,360. (\$2,360 for Wagner Teen Writing and \$4,000 from Friends of JJML.)

- Motion to approve financial reports dated May 1 – May 31 ,2022 by Butler, seconded by Sutphen.
- Motion to approve warrants 12381-12423 and dated 5/13/2022 – 6/8/2022by Deger, seconded by Butler, unanimously approved.

### **Director's Report:**

- Harris reported that students studying for Regent exams and finals made use of library space.
- Andrew Tarantawicz will be leaving his post on June 20<sup>th</sup> but will continue to work on Sundays and substitute if needed.
- New Teen Librarian, Andrea Hill, started. on June 15<sup>th</sup>.
- Pierson graduate from Class of 2022, Emma McErlean has been hired part time to shelve books and assist with library tasks.
- The Hamptons Pride Parade was a great success. JJML's participation has inspired other libraries to participate next year.
- Pre-school, Kindergarten and first grade students visited the library and were given a tour by Harris. All are excited about the summer reading program as well as the crack in the library floor.



## JJML Board of Trustees Meeting Regular Meeting Minutes Wednesday, June 15, 2022

- The HVAC system continues to be problematic. It seems that the issue is with the wells. Delta Well & Pump will submit a proposal for rehabilitation of the return wells which seems to be the key issue.
- The windows in the historic part of the building have been repainted.
- Statistics show a continue upswing in library usage and program attendance. While Facebook visits are down, Instagram has been increasing.

### **Committee Reports:**

- **Personnel:** Did not meet.
- **Finance, Budget, Contracts & Legal:** Met on June 6<sup>th</sup>.
  - Investment options in US Treasury notes were reviewed. Language in Investment Policy was revised to permit investment.
  - The federal reserve raised its interest rate by .75% and we would like to take advantage of this increase.
  - Interest earned from bond investment is estimated to be upwards of \$50,0000.
  - Committee investigated CDs which are FDIC insured.
  - A meeting is proposed in advance of the July Board Trustee meeting.
- **Building & Grounds:** Harris reported on behalf of the committee.
  - Crumbling grout in plaza area will be replaced in the fall with a flexible grout.
  - A planter in front of building needs to be replanted. Plantings that can be changed throughout the year was recommended.
  - Hendrickson will make a visit next week to measure for new library shelving.
  - Harris will seek quotes for replacement of flooring in community room and other areas.
  - Trustees engaged in discussion of improvements to the community room.
- **Policy & Long Range Planning:** Did not meet.
- **Outreach & Public Relations:** Did not meet.
- **Mashashimuet Park Board:** Deger reported
  - The Sag Harbor Partnership awarded the park \$40,000 so that they can proceed with the restoration of the grandstand.
  - The school district and the park are working out details of their contract as it pertains to the renovation to the park playing fields. The design for the renovation of the fields is being refined.



## JJML Board of Trustees Meeting Regular Meeting Minutes Wednesday, June 15, 2022

- **Old Business:**

- **Open Meetings Law:** The newly adopted law expands the use of videoconferencing by public bodies to conduct open meetings, in very limited circumstances, without a declaration of emergency. Trustees discussed what constitutes “extraordinary circumstances.” In person meetings still require a quorum. The required public hearing before adoption of the policy can be done during a Board meeting. The Policy Committee will meet to review the amendment to the Open Meetings Law. Harris is going to purchase an “OWL”, for use during future meetings. It is a hardware that makes virtual and hybrid public meetings easier for all participants. Virtual meetings must be kept on library’s website for five years.
- **Investment Policy:** The Finance committee revised language in the Library Investment Policy, with particular focus on sections IX and X. The last sentence of section IX was moved to section I. The JJML policy was compared with those from six other association library and pulled most of the language from the Rogers Memorial Library’s policy. Sutphen asked whether it was right to invest monies held in reserve and is it the job of the Trustees to invest the Library’s monies. A robust discussion on this matter followed. Garabedian said our task needs to be consistent moving forward. Harris and McCoy agreed that interest income could pay a staff salary. Harris added that the library is required to follow not for profit law. It was the opinion of the majority that investing these monies was prudent. President Primm Brown suggested having an investment committee or retain an outside advisor.
  - Motion made by Garabedian to adopt changes to the Finance Policy, seconded by Primm Brown. 5-0, Sutphen abstained.
- **Budget Vote & Trustee Election:** Three Trustee seats will be vacant. Further discussion will take place at next month’s meeting.

President Primm Brown called for a meeting break at 7:39 pm. Meeting resumed at 7:45 pm

### **New Business:**

- **Draft Budget FY 2023:** The draft budget proposes a 5.30% increase in the operating budget in the amount of \$115,969. It is under the tax cap. Biggest increase is in the payroll and benefits line. Other increases include service contract for security cameras, general insurance increase, eBooks and increase in Library of Things.
- **Volz & Vigliotta Retainer:** Motion was made by Sutphen and seconded by McCoy to



JOHN  
JERMAIN  
MEMORIAL  
LIBRARY

**JJML Board of Trustees Meeting  
Regular Meeting Minutes  
Wednesday, June 15, 2022**

renew contract between JJML and Volz & Vigliotta.

**Period for Public Expression:** None

**Executive Session:** Motion made by Brown, seconded by Butler at 7:49 pm to discuss employment history of a particular person(s). Motion to exit made by Brown, seconded by Butler at 8:15 pm.

**Adjournment:** Motion to adjourn by Sutphen, seconded by McCoy, unanimously approved. Meeting adjourned at 8:17 pm. The next meeting is scheduled for Wednesday July 20,2022 at 6:00 pm.

Respectfully submitted,  
Diane Deger, Secretary