



JJML Board of Trustees Meeting Regular Meeting Minutes Wednesday, July 20, 2022

This meeting was recorded using zoom and the Meeting Owl 3 Camera.

Call to Order: President Gloria Primm Brown called the meeting to order at 6:04 pm.

Attending were Vice President Ann Sutphen, Treasurer Bill McCoy, Secretary Diane Deger, Trustees Michael Butler, Michael Garabedian, Dan Glass, Bob Weinstein and Executive Director Kelly Harris.
Members of the public: Nada Barry

Approval of June, 2022 Minutes: Motion to approve by Primm Brown, seconded by McCoy, unanimously approved.

Period for Public Expression: None

Friends of the Library Report: President Primm Brown reported that the Friends do not meet during the summer and that membership renewal letters were mailed last week.

Treasurer's Report: McCoy reported that the close of June brings the library to 50% of fiscal and budget year 2022. Income received included \$817,718 in tax revenue from the Sag Harbor School District and donations totaling \$5,100 for Wagner Teen Writing Program. \$2,500,000.00 is invested in 6-month treasury notes at a rate of 2.28%. Interest is credited monthly, and coupon is redeemed at end of term. In early December we will discuss how to proceed. Clarification was made on the "paper loss", as reflected on line 4535 of the Profit & Loss report and refers to the treasury notes.

- Motion to approve financial reports dated June 1 – June 30, 2022 by Butler, seconded by Garabedian, unanimously approved.
- Motion to approve warrants numbered 12424-12469 and dated 6/9/2022-7/11/2022 in the amount of \$75,478.24 by Glass, seconded by Butler, unanimously approved.

Director's Report:

- Harris reported that 250 children, to date, are enrolled in the summer reading program.
- In August two estimates for the lower-level floor replacement are expected. We are still awaiting quotes on the redesign of the teen space.
- The annual audit has been completed and tax filings have been submitted for fiscal year 2021.
- Harris has solicited quotes from two other audit firms for next year's audit and tax work.
- HVAC problems continue, especially on hot and humid days. Airpath, Anron and ACS agree that library needs to have a building balance. John Mazza of Airpath will visit site to examine system and provide an estimate for work. His tentative recommendation is a "reverse engineering" of the system. The source and return well rehabilitation is scheduled for August.
- New Teen Librarian, Andrea Hill, started on June 15.
- Harris answered trustees' questions about how audiobook subscriptions work.
- Statistics show a continued increase in patron library services usage.



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Committee Reports:

- **Personnel:** Met and discussed employee retention. Harris wants to wait until she has been on the job a full year before determining a long range staffing plan to meet our needs.
 - **Finance, Budget, Contracts & Legal:** Met and discussed the purchase of treasury notes and reviewed the audit. Committee received two quotes from perspective auditors.
 - **Building & Grounds:** Did not meet.
 - **Policy & Long Range Planning:** Met to discuss policies on agenda. (See new business.)
 - **Outreach & Public Relations:** Did not meet.
 - **Mashashimuet Park Board:** Deger attended park board meeting on July 13. The park is proceeding with development of a plan to renovate the grandstand. Work is scheduled to begin in August. The school district signed a one-year contract with the park. The Sag Harbor Historical Society is featuring an exhibition on the history of the park.
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- **Old Business:**
 - **Budget Vote & Trustee Election:** Three trustee seats will be up for vote in September. Public notices will be posted in the Sag Harbor Express and Southampton Press, on the library website and in the fall newsletter.
 - **Draft Budget FY 2023:** Director Harris presented the final budget draft for 2023. It falls under the cap by \$16,085 and reflects a 5.17% increase to the operating budget in the amount of \$113,071. The amount of \$18,000 will be transferred from the capital to the operating budget. US Treasury note investment will provide significant interest income.
 - WHEREAS, General Municipal Law (GML) §3-c establishes a tax levy limit for all budgets approved by libraries that may require school districts to levy a tax on their behalf; and WHEREAS, the John Jermain Memorial Library's budget is governed by GML §3-c; and WHEREAS, GML §3-c authorizes the John Jermain Memorial Library Board of Trustees to exceed the tax levy limit by a resolution approved by a vote of sixty (60%) percent of the qualified Trustees; and WHEREAS, the John Jermain Memorial Library's budget may result in a tax levy which exceeds the tax levy limit; NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the John Jermain Memorial Library expressly permit the Library budget to exceed the tax levy limit set forth in GML §3-c; and BE IT



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FURTHER RESOLVED that the Board of Trustees of the John Jermain Memorial Library adopts the proposed 2023 budget in the amount of \$ 3,093,732.00 with the requisite portion thereof to be raised by a levy of a tax upon the taxable property within the Sag Harbor Union Free School District boundaries, subject to voter approval.

- Motion to approve by Garabedian, seconded by McCoy, unanimously approved.

New Business:

- **Review and Approval of Audit for Fiscal Year 2021 prepared by Friedman LLP:** Executive Director Harris, President Primm Brown, Treasurer McCoy, and Assistant Director Miller and she met via Zoom with Friedman LLP to review and discuss the audit. The audit was satisfactory.
 - Motion to accept audit made by Glass, seconded by Sutphen, unanimously approved.
- **Hearing on Policy for Conducting Meetings via Videoconferencing:** The use of videoconferencing at public meetings by trustees under extraordinary circumstances was discussed and clarified.
 - Motion to approve Policy for *Conducting Meetings via Videoconferencing* was made by Glass, seconded by Garabedian, unanimously approved.
- **Patron Behavior Policy:** The Policy Committee examined and recommended amendments and additions to the *Patron Behavior Policy* were made. Several deletions were made. The possession or usage of “dangerous weapons” was further clarified.
 - Motion to approve changes made to *Patron Behavior Policy* made by Garabedian, seconded by Glass, unanimously approved.
- **Challenged Materials Policy:** Policy was amended to include displays of Library materials. An additional amendment to the policy sentence was put forward: “*The inquiry will be placed on the agenda of the next ~~regular~~ meeting of the John Jermain Memorial Library Board of Trustees.*”
 - Motion to approve all amendments and additions to *Challenged Materials Policy* by McCoy, seconded by Weinstein, unanimously approved.
- **Request for Reconsideration Form:** The form was updated.
 - Motion to approve by Glass, seconded by Butler, unanimously approved.
- **Computer & Internet Access Policy:** The policy was updated to remove outdated language.
 - Motion to approve *Computer and Internet Access Policy* made by Glass, seconded by Weinstein, unanimously approved.



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Period for Public Expression: Barry expressed concern that the new use of videoconferencing at public meetings law would preclude public participation. It was explained that this policy would go into effect once the Executive Order suspending ***Open Meetings Law*** sunsets (8/13/2022) Discussion led to the agreement that a hybrid meeting would be the best solution however, ***Open Meetings Law*** precludes it. Harris informed the trustees and Barry that nothing prevents the Library from streaming their meetings without public participation and noted that the Library has purchased an OWL camera and is in the process of testing this equipment for use to stream future meetings. Barry also inquired about the date of the library budget vote, which is slated for September 29, 2022.

Executive Session: None.

Adjournment: Motion to adjourn by Garabedian, seconded by McCoy. Meeting adjourned at 7:54 pm. The next meeting is scheduled for August 17, 2022 at 6:00 pm.

Respectfully submitted,
Diane Deger, Secretary