



JJML Board of Trustees Meeting Regular Meeting Minutes Wednesday, August 17, 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, Wonda Miller and Sue Mullen

Approval of July 20, 2022 Minutes: Motion to approve by Garabedian, seconded by McCoy, unanimously approved.

Period for Public Expression: Barry asked if WLNG airs information prior to the library budget vote. Primm Brown responded, not to her knowledge. Harris said that the library could do that. Barry responded that communication with the community is very important. She also asked about having a monthly article in The Sag Harbor Express, without cost to the library. She suggested that someone look into it. Barry also asked about having board meetings on Zoom with public participation. Harris responded that she is working on it and that virtual participation would be contingent upon the extension of the Executive Order which suspends Open Meetings Law (OML) by Gov. Hochul. The suspension of the OML is in effect until 9/12/22.

Friends of the Library Report: No Report.

Treasurer's Report: McCoy reported that the cash balance of \$6,147,233 included the treasury notes. We still show a paper loss. He explained that if we sold the notes today, there would be a loss, but will hold them to maturity. It is not a real loss. There were three payroll periods during the month The July mortgage payment occurred in July but after the closing of the July bank statement. The close of July brings us to 58.3% of fiscal year 2022. Revenues were at 99.3% of the annual budget and expenses were at 53.3% of the annual budget. If the July mortgage had been charged to that month, (statement closed Friday, July 29), then the 7-month YTD expenses would have been 55.8% of the annual budget.

- Motion to approve finance reports dated July 1 – July 31, 2022 made by Garabedian, seconded by Glass, unanimously approved.
- Motion to approve warrants numbered 12470 – 12504 and dated 7/12/2022 – 8/8/2022 in the amount of \$68,945.23 by Weinstein, seconded by Butler, unanimously approved.

Director's Report:

- Harris reported that the Library is showing no signs of slowing down.
- Among the works of art sold during Ruby Jackson's exhibit, was the mobile hanging in the stairwell. John Wickersham's show is installed, and the opening reception is on Sunday, August 21, 2022.
- Adult programming has been very popular with the candle-making class and *Jarcuterie*. More fall programs are scheduled which should be of interest to our patrons.



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Director's Report Continued:

- Catherine Trembley along with the JJML received nice press coverage for our donation of Native American History to Ma's House.
- The Battle of the Books Team competition defeated two local teams – Amagansett and Southampton. Participants have been coached by Teen Librarian Andrea Hill and staff member Nancy Meyers.
- Richard replaced all the lightbulbs with LED bulbs. Rugs were professionally cleaned.
- The new phone system has been installed. The Library has moved from ACS to Green Office Solutions. There will be a small cost savings.
- The Library's annual AED/CPR along with additional staff development will take place on September 14.
- Statistics Report shows continued usage and increase in library services. The correct number for computer users is 256.

Committee Reports:

- **Personnel:** No meeting.
 - **Finance, Budget, Contracts & Legal:** No meeting
 - **Building & Grounds:** No meeting.
 - **Policy & Long Range Planning:** No meeting.
 - **Outreach & Public Relations:** No meeting.
 - **Mashashimuet Park Board:** Deger attended the Park Board meeting on August 10. Work on the restoration of the grandstand began on August 8. The SHUFSD will host an open meeting, led by the superintendent and school board president, to address questions about the proposed plan for improving the playing fields in the park. A date has yet to be determined. The Park Board is preparing for its second annual Friends & Family 5K run on Sunday, September 18.
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- **Old Business:**
 - **Budget Vote & Trustee Election:** Public notices announcing the September 29th budget vote and trustee election have been placed in local newspapers, on the Library's website and included in the Library's newsletter which is mailed to all Sag Harbor residents. The deputy district clerk will run the voting here at the Library. Next month's board meeting scheduled for September 21, will begin directly following the Annual Budget Hearing and Trustee Candidate Forum at 5:00 pm.



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New Business:

- **Library Staff Professional Development day September 14, 2022:**
 - Motion to close the Library on September 14, for professional development made by Glass, seconded by Sutphen, unanimously approved
- **NYLA Conference Attendance:** Harris and three staff members wish to attend the conference. The Library has applied for a NYLA PLS grant to reduce the cost.
 - Motion to permit Harris and three staff members to attend NYLA conference in Saratoga Springs, from November 2-5, made by Glass, seconded by McCoy, unanimously approved.
- **Audit Engagement with Baldessari & Coster, LLP:**
 - Motion to approve audit engagement proposal from Baldessari & Coster LLP, having been reviewed by the Finance Committee and Harris, made by Garabedian, seconded by Mc Coy, unanimously approved

Period for Public Expression: Barry asked if members of the public attending library board meetings can be given a copy of the monthly statistics report in addition to the agenda. Barry suggested that WLNG can mention the upcoming budget vote during their live broadcast at Harborfest. She also expressed concern that the school budget vote and library vote are scheduled for the same day at two locations. Deger clarified that it is a bond vote scheduled on the same day as the library vote. The school budget vote is in May. Harris explained that the Library is on a calendar year while the school is on a fiscal year so our votes cannot be held at the same time due to Tax Cap Law requirements. Barry also asked for clarification about the donation of materials to Ma's House. Harris explained that 22 boxes of Native American history were given to the Library during Creeden's tenure. They have been donated to Ma's House, as the library cannot physically accommodate the collection and Ma's House is the best recipient for this collection.

Executive Session: Motion made by Glass, seconded by Garabedian at 6:43 to discuss the employment history of a particular person. Motion to exit made by Glass, seconded by Sutphen at 7:04 pm.

Adjournment: Motion to adjourn by Sutphen, seconded by Deger, unanimously approved. Meeting adjourned at 7:06 pm. The next meeting is scheduled for Wednesday, September 21, 2022, immediately following the Trustee Forum and Budget Hearing at 5:00 pm. The September meeting will be streamed using OWL camera and Zoom.

Respectfully submitted,

Diane Deger, Secretary