



JJML Board of Trustees Meeting Regular Meeting Minutes Wednesday, September 21, 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 6:25 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: Wonda Miller, Robyn Obler, Elliott Sroka

Approval of August 17, 2022 Minutes: Motion to approve by McCoy, seconded by Weinstein, unanimously approved.

Period for Public Expression: None

Friends of the Library Report: President Primm Brown reported that a bus trip to NYC is planned for 12/17/2022 at a cost of \$35 per person. The last of the cookbooks were sold at Harborfest and the Friends have organized a cocktail party, slated for 12/4/2022, at Tutto il Giorno, on Main Street. The ticket price is \$50 and includes one drink and hors d'oeuvres

Treasurer's Report: McCoy reported that the cash balance was \$5,823,196. The balance will go down until January when the library receives its next payment from the school district. McCoy explained that we hold variable-rate treasury notes which mature at the end of December. We will reinvest them, at a higher rate, as the Fed just increased the rate by 75 basis points. McCoy explained why the accounting expense is at 141% of the budget. It was under budgeted for the audit. Also, office expense is at 77% of the budget due to the cost of the newsletter and election expense. The library's expenses are at a good place. Kelly is working with the BNB to push the December payment date to 12/25 in order to avoid two January payments.

- Motion to approve finance reports August 1- August 31, 2022, made by Butler, seconded by Glass, unanimously approved.
- Motion to approve warrants numbered 12505-12556 and dated 8/8/2022-9/11/2022 in the amount of \$111,957.28 made by Glass, seconded by Weinstein, unanimously approved.

Director's Report:

- Harris began by stating that she will discuss the HVAC system when we get to New Business.
- Harborfest was a great success for the library. The borrowed SCLS TECH van was parked on Long Wharf. Staff members answered many reference questions, promoted services, demonstrated the 3D printer and gave away lots of swag. New library cards were issued to twelve people at Harborfest.
- Staff development day was also a success. Members completed AED/CPR training and the annual state-mandated sexual harassment prevention training.
- The library lost use of Optimum internet for several weeks as a result of a car hitting the electrical pole outside the library. The library uses Optimum only for its security system and as a backup. Full service was restored.



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Director's Report Continued:

- Statistics for August were lower than July, but the numbers are still big.
- At the suggestion of Nada Barry, Harris contacted WLNG about promoting the budget hearing and candidate forum as well as the upcoming vote. A push on social media and eBlast is planned.
- Catherine Trembley along with the JJML received nice press coverage for our donation of Native American History to Ma's House.

Committee Reports:

- **Personnel:** No meeting.
- **Finance, Budget, Contracts & Legal:** No meeting
- **Building & Grounds:** Met and received a quote of \$30,000 to replace the lower level floor. Weinstein suggested that Alex Eames be brought in to consult on the selection of the flooring. Many options are available for both the carpeted and uncarpeted areas
- **Policy & Long Range Planning:** No meeting.
- **Outreach & Public Relations:** No meeting.
- **Mashashimuet Park Board:** Met on 9/15. Sag Harbor school district superintendent Nichols and school board president Krueel were in attendance and explained the district's reason for canceling the 9/29 bond vote as well as elaborated on the plans to acquire land on Marsden Street, which would be developed into athletic fields. A public vote will be required to allow funds from the capital fund to be used for the purchase of one lot. Additional funding will come from the CPF. A bond vote will be required to raise money to build the athletic fields and improve some in the park. A date has yet to be determined. The park held its second 5K race on 9/16. The fundraiser drew nearly 200 participants, including library trustee Garabedian.

Old Business: None

New Business:

- **HVAC Update:**
 - Harris prepared a detailed outline for the geothermal HVAC system repair. One of the diffusion wells sprung a leak on 9/9. Chris Okon of Delta Well and Pump believed the problem was that the diffusion well could no longer diffuse adequately, and a relief line was needed. On 9/12 a relief line was installed, but water continued to leak. A camera lowered into the well revealed that the well had blown its seal. A relief line and trench were installed. On 9/15 and 9/16 the diffusion wells were rehabilitated and the seal set. A permit to Encumber application was submitted to the Village for additional work to redevelop the source wells. The two-week project should be completed by 9/28. The objective



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New Business Continued:

is to get the wells to a state of good repair, so that we can proceed with balancing the system. Harris continued to explain that we do not have a metric for what is good working order. It is expensive to continually remediate the situation.

- Harris answered questions about conditions in the archives room. Issues of humidity and dryness are always of concern. In an emergency situation, the archived collection could potentially be moved to a SCLS or a storage facility.
- She asked the board to consider retaining an engineering firm to do a complete study of the system and make a recommendation for the most feasible way to move forward with this matter. We need to consider options such as a traditional HVAC system or something in between. Garabedian suggested that we move in this direction. The board agreed that we should explore this further.
- **Approval of Amendments to Resource Sharing Code:**
 - Motion to approve the proposed amendments to SCLS Resource Sharing Code by Glass, seconded by Sutphen, unanimously approved.

Period for Public Expression: None.

Executive Session: None.

Adjournment: Motion to adjourn by Glass, seconded by Sutphen, unanimously approved. Meeting adjourned at 7:17 pm.

The next meeting is scheduled for Wednesday, October 19, 2022 at 6:00 pm.

Respectfully submitted,

Diane Deger, Secretary