



## JJML Board of Trustees Meeting Regular Meeting Minutes Wednesday, November 16, 2022

**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 (6:15 pm), Dan Glass, Bob Weinstein and Executive Director Kelly Harris.

Members of the public: Robyn Obler, Elliott Sroka and Wonda Miller

### **Approval of October 19, 2022 Minutes:**

- Motion to approve Regular meeting minutes by McCoy, seconded by Sutphen, unanimously approved. (7-0)

**Period for Public Expression:** None

### **Friends of the Library Report:**

President Primm Brown reported that she attended the November 10, 2022 meeting on Zoom. Ticket sales for both the Book and Author cocktail party and the December 7, 2022 Jitney round trip to Manhattan are weak but the Friends remain optimistic. The Sagaponack Farm Distillery is being explored as a possible event site. There is uncertainty about the proposed Art Walk.

### **Treasurer's Report:**

- October was a normal month as cash balance went down. The close of October brings us to 83.3% of the fiscal and budget year 2022. Expenses are doing well at 5% under 83.3%.
- Sutphen asked what factor is keeping us under budget. McCoy and Harris responded that it is due to staff vacancies.
- The library is over budget in the Wagner Teen donations.
- Warrant number 12635 in the amount of \$40,444 paid to Delta Well & Plumbing will be reflected in the November revenue.
- The electric bill was high. An increase in maintenance and repairs is expected to increase next month.
  - Motion to approve finance reports October 1 – October 30, made by Glass, seconded by Garabedian, unanimously approved.
  - Motion to approve warrant numbered 12614 – 12657 and dated 10/13/2022 – 11/9/2022 in the amount of \$92,630.99 made by Butler, seconded by Garabedian, unanimously approved.



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### Director's Report:

- Harris informed the board that Andrea Hill resigned. She has offered to come in on a weekend day to assist with the transition at least until the end of January. Also offered to sub when needed. The position has been posted and as of 11/15, one resume has been received.
- Wonda Miller put in additional time reconciling the books. Other staff members have been pitching in where needed too. Harris finished the newsletter that Rachel had started.
- The October statistics report showed a big increase in items checked out, 5,174, more than double September's number.
- Garabedian inquired about the Databases. Harris explained that different bases use different methods in how they collect statistics. It is driven by in house use or someone doing research. Database companies count usage differently. Librarians are biggest users of databases.
- McCoy noted that computer usage has increased. Sutphen added that while this is true, usage had been much greater in past years.
- Garabedian asked about the handling of social media. Harris responded that Wonda, Ailyn and she will pick it up and that Rachel had already preloaded a lot of it.
- Harris thanked the board for permitting staff members to join her at the NYLA conference.

### Committee Reports:

- **Personnel:** No meeting.
- **Finance, Budget, Contracts & Legal:** Will Meet on December 5<sup>th</sup> before the Personnel Committee meeting on same day
- **Building & Grounds:** No meeting.
- **Policy & Long Range Planning:** No meeting.
- **Outreach & Public Relations:** No meeting.
- **Mashashimuet Park Board:** Met on 11/9. Pierson fall sports season has ended. Water has been turned off in the park. Certain trees require trimming and removal. A new truck and tractor are needed. The two hard tennis courts require resurfacing.

### Old Business:

- **HVAC Update:**
  - Adam from PWGC took more water samples and reviewed the system. Airpath, ACS, and Anron met to complete the balancing of the building. Parts are on order for ACS equipment. Airpath's final report on the balancing was not so bad. ACS needs to replace malfunctioning sensors. There is concern that the library has only one well. Since the building has been balanced, the overall temperature has been consistent. However, there is a problem in the community room. The sensor is calling for neither hot nor cold air. It is just calling!



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### New Business:

- **SCLS Proposed 2023 Budget :**
  - Harris presented the SCLS proposed FY 2023 budget. JJML's dues face a significant increase due to population growth as per the 2020 census. We are no longer considered a small library in Suffolk County. The amount for our new dues will be \$5,000. Harris said that monies over budgeted for ebook purchases will be applied to these dues.
  - McCoy asked whether the mortgage amount will always be part of the operating budget since this amount is calculated in determining SCLS dues. Harris responded yes.
    - Motion to approve SCLS proposed FY 2023 dues made by Glass, seconded by Sutphen, unanimously approved.
- **Approval of Employee Raises for 2023:**
  - Garabedian recommended that prior to approving employee raises for 2023 that it is first discussed in committee meeting.
- **Slate of Officers Presented by Nominating Committee:**
  - Tabled until December meeting.
  - Committee Assignments will be issued in paper copy in December

Period for Public Expression: None.

Executive Session: To discuss the employment history of a particular person or persons.

- Motion to enter Executive Session at 6:59 pm made by Glass, seconded by McCoy.
- Motion to exit Executive Session at 7:31 pm made by Glass, seconded by Garabedian.

Adjournment: Motion to adjourn by Glass, seconded by Garabedian, unanimously approved. Meeting adjourned at 7:31 pm.

The next meeting is scheduled for Wednesday, December 21, 2022 at 6:00 pm.

Respectfully submitted,

Diane Deger, Secretary