



JJML Board of Trustees Meeting Regular Meeting Minutes Wednesday, December 21, 2022

Call to Order: President Gloria Primm Brown called the meeting to order at 6:06 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: Robyn Obler, Elliott Sroka and Wonda Miller, Benjamin Rywkin and Lee Rywkin

Approval of November 16, 2022 Minutes:

- Motion to approve Regular meeting minutes by Glass, seconded by Sutphen, unanimously approved.

Period for Public Expression:

Harris welcomed Benjamin Rywkin and his mother Lee. Harris explained that the Library offers Public Service opportunities for teens. Attending a Library Board meeting is one of the opportunities to earn public service credit.

Friends of the Library Report:

Primm Brown said that Harris has a summary of the meeting in her report. Additionally, Primm Brown informed trustees that the Friends earned \$1700 from the Author Book event and that the event was fully subscribed. The Jitney bus trip resulted in a \$500 loss, as an insufficient number of tickets were sold to offset the cost. Another event is being planned for May 2023.

Treasurer's Report:

- The next payment from the school district will likely be made in January.
- The close of November brings the library to 91.7% of fiscal and budget year 2022. Revenues of \$2,138,030 were at 100.9% of annual budget and expenses of \$2,590,320 were at 85.7% of annual budget.
- Expenses are 5% under for the year.
- Line 7100 is for Utica Insurance, which is due in September 2023 and will be paid in full.
- Line item 8100, Repairs and Maintenance is at 154% of budget due to Line 8130 Building Repairs and Maintenance which is 519% over annual budget. McCoy stated that we will focus monthly going forward analyzing these expenses due to the current and expected future issues with the HVAC system. Harris added that the HVAC expenses can be moved into the capital expenditure line. McCoy prefers to create a new line item solely for the HVAC expenses.
- Sutphen asked why the electric bill was high. McCoy confirmed that it was due to the HVAC system.
- The treasury bills will mature on 12/31/2023.
 - Motion to approve finance reports November 1-November 30, 2022 made by Butler, seconded by Garabedian, unanimously approved.
 - Motion to approve warrants numbered 12658-12702 and dated 11/10/2022 – 12/15/2022 in the amount of \$97,590.29 made by Glass, seconded by Sutphen, unanimously approved.



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Director's Report:

- Harris informed the board of a thank you letter from the Sag Harbor Food Pantry. Also, Pam Rossbach, a patron who recently passed, requested that donations in her name be made to the library.
- The winner of the 50/50 raffle at the Author Book event donated his winnings to the library.
- The outside stairs have been reopened. Discussion of the HVAC will continue under Old Business.
- Anthony Giansante has been hired as full time Emerging Technologies Librarian and Emily Kazanecki has been hired as full time Children's Librarian. Both will begin on January 18, 2023.
- Staff member Chance Sevigny has started library school.
- Board members and Harris engaged in a discussion of issues pertaining to employee retention, noting that long commutes discourage people from working on the east end. Flex time, library hours, and the LIRR schedule were topics of discussion.
- Valerie DiLorenzo led carolers in holiday song in the Rotunda on December 10th.
- Statistics reflect a dip in YA programs because we don't have a teen librarian on staff. The dip in social media was a result of Rachel having loaded all the programs before her leave, which have since ended.

Committee Reports:

- **Personnel:** Met on 12/5. Discussion to be continued during Executive Session
- **Finance, Budget, Contracts & Legal:** Met on 12/5. Discussed the new auditor hired and coming in January. A meeting for 1/5 has been set up for Harris and Miller to meet with the auditor. This year the Auditor will present his findings to both Harris and the full board. The maturing treasury bills will be reinvested in periods of 6, 9, and 12 months at 4.25% following discussion with financial advisor.
- **Building & Grounds:** No meeting.
- **Policy & Long Range Planning:** No meeting.
- **Outreach & Public Relations:** No meeting.
- **Mashashimuet Park Board:** Met on 12/14. Members reviewed; correspondences received, issues of trucks parking overnight adjacent to park property, Phase II of grandstand restoration, resurfacing the hard tennis courts and fundraising for the 2023 5K race.

Old Business:

- **HVAC Update:**
 - Harris informed the board that the dry well in the corner had a hole in it which led to the subsidence. The hole was patched. Questions about the cause of the hole were posed. Harris suggested that the diffusion hole and excessive rain events could have been the cause. Harris met with Mike Radiccone and presented his proposal for a vapor infusion bubble treatment as a possible solution to be explored. The board agreed to consider this treatment as part of the ongoing investigation.
 - Harris led the board in a discussion about whether we should pursue geothermal or traditional HVAC. We might never know the cause of the biofilm or if it can ever be mitigated. She suggested that we explore both systems.



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- **Slate of Officers presented by Nomination Committee:**
 - The slate of officers for 2023 was presented by Primm Brown. They are as follows:
 - President: Bill McCoy
 - Vice President: Michael Garabedian
 - Secretary: Robyn Obler
 - Treasurer: Elliott Sroka
 - The slate for Board Committees for 2023 was presented as follows:
(Committee Chairs are in bold.)
 - Building and Grounds: **Dan**, Ann, Michael
 - Finance, Budget, Legal, and Contacts: **Elliott**, Bill, Michael
 - Fundraising, Outreach, and Publicity: **Michael**, Elliott, Dan
 - Personnel: **Ann**, Robin
 - Policy and Long-Range Planning: **Gloria**, Diane
 - Park Board: Diane
 - Friends of the Library: Gloria
 - Motion to approve slate of officers and Committees made by Glass, seconded by Garabedian, unanimously approved.

New Business:

- **Staff Raises & Recommendation of Personnel Committee Re: Benefits**
 - Motion to increase contribution to employees' healthcare benefits from 90% to 100% made by Sutphen, seconded by Glass, unanimously approved.
 - Motion to increase employees' salaries by 4% for payroll year 2023, made by Glass, seconded by Sutphen, unanimously approved.
 - Motion to increase library director Harris's salary by 5% for payroll year 2023 made by Glass, seconded by Garabedian, unanimously approved.

Weinstein thanked the board for all their work during his tenure as trustee. Sutphen thanked him for all his efforts put into outreach and branding. Harris concluded the meeting by thanking the board for all its support, salary increases and most importantly full health insurance coverage for the staff.

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

The next meeting is scheduled for Wednesday, January 18, 2023 at 6:00 pm.
Reorganization followed by Regular Monthly meeting.

Respectfully submitted,
Diane Deger, Secretary