



## JJML Board of Trustees Meeting Regular Meeting Minutes Wednesday, January 19, 2023

**Call to Order:** President William McCoy called the meeting to order at 6:00 pm. He thanked previous President Gloria Primm Brown for her two years of service during the transition period of the pandemic and for ushering in the new Executive Director. He also welcomed new Trustees Elliott Sroka and Robyn Obler and re-elected Trustee Michael Garabedian.

Attending were Vice President Michael Garabedian, Treasurer Elliot Sroka, Secretary Robyn Obler, Trustees Diane Deger, Dan Glass, Gloria Primm Brown, Ann Sutphen and Executive Director Kelly Harris.

Members of the Public: Assistant Director Wonda Miller

**Oath of Office:** The three newly elected Trustees Garabedian, Obler and Sroka recited and signed the Oath of Office.

**Review and Signing of Trustee Ethics Statement:** signed and dated by all Trustees

**Period for Public Expression:**

Harris introduced newly hired full time librarians. Anthony Giansante is the Emerging Technologies librarian. Emily Kazanecki is the new Children's Librarian. She also happens to speak Spanish which means the library will have a Spanish speaking staff member in the building during all of its operating hours. Both began on January 18, 2023.

**Approval of Board Meeting Schedule 2023:**

The Board of Trustees will hold a monthly meeting on the third Wednesday of each Month at 6:00 pm.

- Wednesday, January 18, 2023
- Wednesday, February 15, 2023
- Wednesday, March 15, 2023
- Wednesday, April 19, 2023
- Wednesday, May 17, 2023
- Wednesday, June 21, 2023
- Wednesday, July 19, 2023
- Wednesday, August 16, 2023
- Wednesday, September 20, 2023 (Budget Hearing & Candidate Forum)
- Wednesday, October 18, 2023
- Wednesday, November 15, 2023
- Wednesday, December 20, 2023

Motion to approve by Michael Garabedian seconded by Gloria Primm Brown, unanimously approved.



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### **Approval of Annual Budget Vote & Trustee Election:**

Thursday, September 28, 2023, 10:00-8:00 pm (pending approval from Sag Harbor School District)  
Motion to approve by Ann Sutphen, seconded by Dan Glass, unanimously approved.

### **Approval of December 21, 2022 Minutes:**

- Motion to approve Regular meeting minutes by Ann Sutphen, seconded by Michael Garabedian, unanimously approved.

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

- Primm Brown reported no meetings to be held until March. She shared the sad passing of active Friends Vice President MaryAnne Bennett.

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

President McCoy wrapped up his time as Treasurer by presenting the end-of-year budget.

- The year ended with \$4,913,350 in the treasury
- A treasury note matured and was reinvested in 3 different bonds that will mature at different times and have a higher interest yield than in the previous year
- It was a great year as far as charitable donations to the library which contributed to bringing revenues to 4.3% over budget
- Expenses were 96.4% of the annual budget with almost all major categories falling under budget. The exception was Building and Ground Expenses which were over budget due to the ongoing HVAC issues. The HVAC remediation expenses are now being segregated from Building and Ground Expenses for better tracking and analysis.
- Trustee Dan Glass asked whether any expense categories were higher or lower than expected. Executive Director Harris addressed this by explaining that in areas where there was underspending it was due to Covid-19 precautions early in the year (i.e. the cessation of certain programs) and lack of staffing. She also explained that some of the budget lines are going to be recoded and modified to better reflect what the library actually uses and to make them less confusing.
- Discussion about Capital fund - President McCoy explained how this was created in 2019 to put a certain amount of money back into the budget for future year's usage at the discretion of the Director. There was a discussion among trustees to rename and categorize this fund in order to clarify how much is in it, where it is, how it is being spent, etc. Director Harris stated that she believed that this was going to be one of the recommendations from the new auditor.
  - Motion to approve finance reports December 1-December 31, 2022 made by Dan Glass, seconded by Elliott Sroka, unanimously approved.



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- Motion to approve warrants numbered 12703-12743 dated 12/16/22-1/11/23 in the amount of \$57,942.86 made by Michael Garabedian, seconded by Gloria Primm Brown, unanimously approved.
- Motion to approve payroll warrants at the recommendation of the Treasurer made by Ann Sutphen, seconded by Gloria Primm Brown, unanimously approved as stated below:
  - *Payroll #24*: 11/16/2022-11/29/2022 in the amount of \$37,013.69
  - *Payroll #25*: 11/30/2022-12/13/2022 in the amount of \$36,157.12
  - *Payroll #26*: 12/14/2022 -012/28/2022 in the amount of \$35,408.82

### Director's Report:

- Harris reported that the Happy Noon Year Party was huge success. It was very popular and she received a lot of positive feedback from the community. Hopefully there will be more staff on hand for next year.
- A Teen Librarian was hired. Liz Hughes starts on March 1, 2023
- There was a 2-day visit from the auditor who made a lot of recommendations. This year is a different audit than previously performed. JJML is being held to a school district public library standard even though JJML is classified as an association library. Trustee Deger asked Executive Director Harris for an explanation of the differences between an association library and a school district library. The auditor will present his report to the entire Board of Trustees at a future Board Meeting.
- Awaiting the Engineers report on HVAC system. Also waiting for Delta Well to schedule cleaning. Talked to PW Grosser to discuss additional work needed for geothermal HVAC system.
- This year, the State is mandating training for all trustees and that will be discussed in New Business.
- Plans in the works for spring programs.
- Harris attended several meetings.
  - 12/16/22: SCLS Directors at Half Hollow Hills Community Library
  - 1/6/23 the State of the Region Address at Crest Hollow Country Club
- Crystal making program also very successful
- Statistics: more library cards issued
  - Young Adult programs light but should improve with new YA Librarian hired
  - Children's programs well attended
  - Rise in web visits probably due to library computers changed so that they go to JJML website first so people see programs and services offered.
- Trustee Deger asked about passport service. Executive Director Harris hopes to have this service available by end of year.

### Committee Reports:

- **Personnel**: Met. Discussion to be continued during Executive Session
- **Finance, Budget, Contracts & Legal**: Did not meet.



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- **Building & Grounds:** Committee Chair Glass outlined three major projects for the year – HVAC remediation, Flooring & Stack Replacement (which included Teen Room relocation) and masonry work in the Plaza.
- **Policy & Long Range Planning:** Did not meet.
- **Outreach & Public Relations:** Met. Committee Chair Garabedian explained how he envisioned fundraising and community outreach as complementary issues and shared ideas to bring back programs like “One for the Books” and to do more programming with our neighboring community institutions. He also suggested new programs such as a lecture series in the rotunda and visits from food trucks. A robust and passionate conversation ensued. The committee also discussed Testamentary Dispositions and other opportunities for giving.
- **Mashashimuet Park Board:** Met. Trustee Deger reported. It is the park’s quiet time. Mainly maintenance occurring now (i.e. cleaning up invasive species). Discussion of updating website and reviewing requests for using park over summer.

### Old Business:

- **HVAC Update:** Harris shared a new contract from PW Grosser to continue their consulting work which would be billed as needed while the Library works with Lizardos Engineering and Delta well to address our issues in an amount not to exceed \$9,250

### New Business:

- **Annual Review of Long Range Plan and Objectives:** Board reviewed the Library’s current Long Range Goals and Objectives. Director Harris shared she was actively looking for someone to lead a Strategic Planning session as part of a Board Retreat. The Board then discussed the planning process and elements of a traditional long range plan.
- **NYS Mandated Annual Trustee Training:** The Board of Trustees will meet on Monday, February 6, 2023 to complete its required training. Kevin Verbese, Director of SCLS will present on the roles and responsibilities of Library Boards.

**Public Expression:** None.

### Executive Session:

- Motion to move into Executive session at 7:36 pm by Dan Glass, seconded by Ann Sutphen to discuss the employment history of a particular person, unanimously approved.
- Motion to come out of executive session at 7:43 by Dan Glass, seconded by Ann Sutphen, unanimously approved.

### Adjournment:

Motion to adjourn at 7:44 pm made by Elliott Sroka, seconded by Ann Sutphen, unanimously approved.

**Next Board meeting is scheduled for Wednesday, February 15, 2023 at 6:00 pm.**

Respectfully submitted, Robyn Obler, Secretary