



JJML Board of Trustees Meeting Regular Meeting Minutes Wednesday, February 15, 2023

Call to Order: President William McCoy called the meeting to order at 6:00 pm.

Attending were Vice President Michael Garabedian, Treasurer Elliott Sroka, Secretary Robyn Obler, Trustees Diane Deger, Ann Sutphen and Executive Director Kelly Harris. Absent: Gloria Primm Brown and Dan Glass
Members of the Public: Assistant Director Wonda Miller

Approval of January 19, 2023 Minutes:

- Motion to approve Regular meeting minutes by Sutphen, seconded by Deger, unanimously approved. (6-0)

Period for Public Expression: None.

Friends of the Library Report:

- Director Harris reported that the Friends did not meet. They will meet in March.

Treasurer's Report:

Treasurer Sroka noted the financial position of the library was very good for the month.

- Revenue was \$1,056,701 due to receipt of 1/3 of tax levy allotment
- Total expenses were \$233,931
- Electric bill higher since it was for 2 months and the HVAC issues
- Garabedian brought up issue of formatting asset report to show comparisons in a more useful manner. Discussion ensued about best practices for presenting the treasurer's reports
- Sroka suggested streamlining monthly report and switching to quarterly presentation as a better way of seeing trends, changes, etc.
- Director Harris noted that she's currently working with auditor who will be making recommendations on formatting JJML financial reports.
 - On a consent agenda Sutphen motioned, Garabedian seconded and the Board unanimously approved (6-0) the following:
 - Financial Reports dated January 1 – January 31, 2023
 - Warrant numbered 12744-12778 and dated 1/12/2023 – 2/8/2023 in the amount of \$50,820.20
 - Payroll Warrants
 - *Payroll #1:* 12/28/2022 to 01/10/2023 in the amount of \$35,106.05
 - *Payroll #2:* 01/11/2023 to 01/24/2023 in the amount of \$37,159.13



JJML Board of Trustees Meeting Regular Meeting Minutes Wednesday, February 15, 2023

Director's Report:

- Director Harris reported that the diffusion wells are clean and operating properly.
- Discussions were held with Creative Library Concepts representatives about stack replacement and Teen & Children's space projects; measurements were taken; drawings and proposal in the works and on schedule.
- She spoke with person from Commercial Flooring about proposal to replace floors. Once it's approved, flooring will be purchased and installation will be coordinated with CLC's replacement of stacks.
- Spring Newsletter is ready for distribution.
- Library Advocacy Day is Tuesday, February 26. Harris and Assistant Director Wonda Miller will travel to Albany on Monday to attend a NYLA professional development tour of the State library and will be joined by new Librarians Anthony Giansante and Emily Kazanecki on Tuesday.
- Harris discussed ramifications of Governor Hochul's new budget, particularly how cuts to the construction and infrastructure grant program will affect libraries. There was a discussion among trustees and Harris about how library trustees can communicate to the community about this issue and advocate for the continuance of grant program.
- Electronic reference is low for the month compared to last year
- Total physical collection circulation up significantly possibly due to auto renewals of items taken out and in library use. JJML policy allows for 6 automatic renewals of an item.
- Visits to library website also up significantly
- In person visits to the library and attendance for adult and children's programs also increased compared to last year.
- Executive Director Harris reports that these trends reflect the community's readiness to return to the library in person since the lifting of pandemic restrictions and to the increased amount of information available on JJML's website
- Personnel Report was discussed. Discussion of the roles and responsibilities of the Emerging Technologies Librarian vs Reference Librarian ensued. Director Harris explained that reference librarians are trained, ready and available to assist with technology questions and troubleshooting and that these types of questions do not only fall under the purview of the Emerging Technologies Librarian.
 - Motion made by Garabedian, seconded by Sutphen and the Board unanimously approved the personnel report. (6-0)

Committee Reports:

- **Personnel:** Did not meet.
- **Finance, Budget, Contracts & Legal:** Met. Treasurer Sroka met with committee and decided to continue Treasurer's report as it has been done but the committee will be developing new ways and formats to present the report in a clearer, more useful fashion.
- **Building & Grounds:** met. Three major goals:
 - Hire a mason to deal with plaza and brickwork needing repair
 - Move quickly with floor and stack replacement



JJML Board of Trustees Meeting Regular Meeting Minutes Wednesday, February 15, 2023

- Review engineer's report for HVAC repairs
- **Policy & Long Range Planning:** Did not meet. Harris hopes to find outside sources to help with the development of JJML's Strategic (Long Range) plan.
- **Outreach & Public Relations:** Met via email. Vice President and Committee Chair Garabedian brought up several main topics:
 - Create tabs on JJML web site for easy Testamentary Bequests and other donations such as Foundational Support and Corporate Support. Also, offering library swag as a thank you for donations like PBS does.
 - Restarting House Tours. Discussion among trustees about whether this is a good fund raising technique. Harris mentioned how Friends of Library are exploring an Art Gallery Tour that ends at Library.
 - Revival of One 4 the Books Program although not necessarily as a fundraiser as it was originally intended. Sutphen discussed history of the program and how it was organized and worked. Garabedian mentioned using program as a community event to increase involvement with the Library. Harris suggested an Ad Hoc. Committee of trustee members could be formed for this.
 - Create Teen movie festival as way of getting young people into library.
 - Set up lecture series on various topics.
 - An Ad Hoc committee for reviving One for the Books program formed with Garabedian and Sutphen spearheading it. Community involvement in this committee was also suggested.
- **Mashashimuet Park Board:** Met. Trustee Deger reported the following:
 - Easter egg hunt is back after 3-year hiatus.
 - Park was evaluated by Suffolk County Health Department with how it handled tick prone areas. Fencing off these areas and creating information kiosks was discussed.
 - Mardsen area property discussed. Since the Park will not allow artificial turf anywhere in the Park, the School district wants to build new courts on Mardsen property using a specific artificial turf product. Deger passed a sample of the product around for the Board to see and feel.

Old Business:

- **HVAC Update:** Director Harris reported that the wells are functioning and that we are awaiting engineer's report

New Business:

- **Approval of New York State Annual Report:** Director Harris presented the Annual Report. She noted new category of programs (synchronous vs. asynchronous.) Report shows JJML is in compliance and exceeds NYS minimum standards for libraries.
 - Motion to approve Annual Report by Sroka, seconded by Sutphen, unanimously approved. (7-0)



JJML Board of Trustees Meeting Regular Meeting Minutes Wednesday, February 15, 2023

- **Discussion of Flooring & Stack Replacement:** Director Harris presented estimates for new flooring, type and color to be used, timeline for installation and storage needs during flooring installation and construction of stacks
 - Motion to approve estimate by Commercial Flooring Specialists, Ltd. of flooring limited to \$35,420 by Deger, seconded by Garabedian, unanimously approved (7-0)

Public Expression: Assistant Director Wanda Miller mentioned she heard of HVAC issues occurring at several libraries at the Suffolk County Assistant Directors meeting she attended.

Executive Session: None.

Adjournment:

Motion to adjourn at 7:25 pm by Sutphen, seconded by Sroka, unanimously approved. (7-0)

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

Respectfully submitted, Robyn Obler, Secretary