



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

Call to Order: President William McCoy called the meeting to order at 6:02 pm.

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

Approval of February 15, 2023 Minutes:

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

Period for Public Expression: None.

Friends of the Library Report: Director Harris reported that the Friends met.

- Several events were being planned:
 - Bus trip to NYC in conjunction with the Church entailing visits to Whitney Museum, Highline tour, art galleries, and lunch.
 - Cocktail event with an author at Baron's Cove
- Also discussed was a memorial for recently deceased Vice President Mary Anne Bennett (see new business)
- Trustee Deger suggested placing an announcement in Library newsletter to recruit more members to the Friends group and alerting the public that membership in the group is open.

Treasurer's Report: Treasurer Sroka reported that JJML's financial position is stable. He introduced year-by-year comparisons which showed growth. So far library is ahead of 2022 for monthly balances. The mortgage balance is also down.

- Revenue for February 2023 was \$491,629 - mostly from tax money
- February expenses are only marginally higher than February 2022
- Routine expenses under control and stable.
- High expenditures were:
 - Digital books due to the fact that this is a once-a-year purchase
 - Increased Newsletter costs and postage
 - Increased expenditure for furniture and equipment, particularly computers that needed to be updated and replaced since it wasn't done during the Pandemic.
- Treasurer Sroka also noted he's trying to put emphasis on a broader range view for the financial report including changing the format to reflect this.



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On a consent agenda Sutphen motioned, Garabedian seconded and the Board unanimously approved (7-0) the following:

- Financial Reports dated February 1 – February 28, 2023
- Warrant numbered 12779-12815 and dated 2/8/2023 – 3/6/2023 in the amount of \$140,015.32
- Payroll Warrants
 - Payroll #3: 1/25/2023 to 2/7/2023 in the amount of \$43,028.68
 - Payroll #4: 02/8/2023 to 2/21/2023 in the amount of \$40,834.09

Director's Report:

- New Young Adult Librarian Liz Hughes officially joined library on March 1. She is curating the collection, ordering new books and gearing up for Battle of the Books.
- New Children's Librarian Emily Kazanecki introduced sensory toys and sensory story time.
- New Emerging Technologies Librarian Anthony Giansante launched Library of Things and placed into circulation items purchased before Covid and working on adding new items.
- Streaming services via 5 ROKU devices added to Library of Things and available for circulation. Discussion about how this will work, how many streaming services offered, how to deal with damaged ROKU sticks, etc.
- Vice President Garabedian brought up possibility of starting a vinyl collection with turn tables as part of Library of Things.
- JJML TikTok up and running.
- Director Harris reported that Sag Harbor Express printed her letter regarding Libraries' legislative priorities.
- Director Harris and Assistant Director Miller attended a meeting in Albany for Library Advocacy Day 2023 despite inclement weather conditions.
- Library staff participated in PALS ILS training onsite to refresh their knowledge of updated best practices and rules for the shared circulation system.
- Director Harris is looking forward to joining the Working Group of the Partnership's Nonprofit Board to manage the Steinbeck Project.
- Statistics were shared. 830 more clicks on reference databases.
- Personnel Report presented.

Motion to accept the personnel report by Glass, seconded by Sutphen, unanimously approved. (7-0)

Committee Reports:

- **Personnel:** Did not meet.
- **Finance, Budget, Contracts & Legal:** Did not meet.



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- **Building & Grounds:** Met.
 - Floor and stack replacement is progressing.
 - Mason working on a quote for courtyard and plaza repairs.
 - Committee wants to remove no-mow grass and re-landscape. Executive Director Harris is reaching out to landscapers for new solutions.
- **Policy & Long Range Planning:** Did not meet.
- **Outreach & Public Relations:** Met.
 - Vice President and Committee Chair Garabedian created four documents for the JJML website to simplify how people can donate.
 - Exploring different ways to allow people to give other than a simple donation. Such as establishing foundational support, scholarship funds, annual funds, corporate membership benefits package, business sponsorship of library events, or as benefactors
- **Mashashimuet Park Board:** Met. Trustee Deger reported the following:
 - The park will begin repair of the Park Manager's house off Jermain Ave
 - Plans for fundraiser event - "Bash at Mash"
 - Discussion about park selling development rights to Southampton CPF ensuring those parcels can't be developed for non-park uses.
- **One for the Books – Ad Hoc:** Met. Sutphen and Garabedian reported:
 - Bringing One 4 the Books back for one weekend
 - Open invitation to anyone but reservations still required
 - Not a fundraiser, more community gathering/ library event
 - Cocktail party format, not dinner
 - One location for the party will be the Library Rotunda
 - Discussion about the best time to hold the event
 - Looking to expand it for teens and children as well
 - Scheduling of event dependent on authors' availability, hosts and other events in town

Old Business:

- **HVAC Update:** Reports from Lizardos and Grosser provided two options:
 - Remediate current geothermal system - requires continual, expensive maintenance and is contingent upon eliminating biofilm issues in wells. (Not optimistic biofilm can be eliminated or controlled) It also requires new source wells which we do not have space to install. The other option is to shift to a traditional HVAC system and how to install the equipment in the least obtrusive location and to mitigate the noise it may create. Discussion of the process involved would include getting permits from the Village and community support. Abandoning geothermal for a more traditional system although more expensive initially would result in a greater longevity of use of the physical equipment and less cost in maintenance and repair. Attempting to remediate the geothermal system requires additional exploratory work and "no guarantees."



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- Trustees voted to explore option 2 while amassing as much pertinent data and price quotes from engineers to be presented to Village and neighbors. Agreement about working with a local permit expeditor/coordinator as well.
 - Motion to proceed by Deger, seconded by Sutphen, unanimously approved. (7-0)
- **Discussion of Flooring & Stack Replacement:**
 - Director Harris presented Creative Library Concepts proposal for shelving and furniture replacement, a complete remodel of the lower level, relocation and upgrade of the teen space, and adding new stacks throughout the building. Certain pieces of furniture were deemed unnecessary to lower costs and expedite timeline.
 - Director Harris said that this work needs to be done now because the shelving is in disrepair and dangerous. Also, the lower level floors are damaged and need to be replaced as well.
 - Trustees understand that all the work should be coordinated to be completed at the same time since Library will need to be closed
 - Motion to approve CLC proposal, pending removal of certain pieces of furniture and excluding demolition and book movers, by Glass; seconded by Sutphen; unanimously approved. (7-0)

New Business:

- **Scholarship:** Executive Harris and President McCoy met with a donor interested in funding and supporting a JJML scholarship starting next year.
 - He would fund scholarship until it became a self-sustaining fund
 - Caveat that he specified was that the scholarship would go to a person with financial need who was pursuing college or vocational training and not necessarily a current student
 - Ad Hoc committee formed comprised of McCoy, Deger, and Harris
 - Trustees discussed how criteria for qualifications would need to be established
- **Little Free Pantry:** Friends of the Library considering ways to commemorate Mary Anne Bennett, who was Vice President of Friends & volunteer for Food Pantry. Bennett passed away suddenly and recently. Harris would like to suggest to the Friends a Little Free Pantry be erected in the Library courtyard in her Memory but is seeking the support of the Board before offering it as an option to the Friends. Board is in full support of the pantry.
- **Budget Vote and Trustee Election:**
 - Executive Director Harris reported the date was approved and elections are to be held at Library on Thursday, September 28, 2023.
 - Discussion of polling hours ensued. Executive Director Harris shared the most popular times for voting and how long volunteers have to be on site. Early hours (10:00 am – 2:00 pm were generally slow, during the work day and voters are generally staff and trustees.)
 - Decision made to shorten poll hours to 2:00 pm – 8:00 pm. (Polls are required by law to be open for 6 hours and until at least 8:00 pm.)



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- Motion to approve budget vote and trustee election hours from 2:00 pm until 8:00 pm by Glass; seconded by Sroka; approved by 6 -1 (opposed by Deger)

Period for Public Expression: None

Executive Session: None

Adjournment: Motion to adjourn at 7:54 PM by Glass, seconded by Sutphen , unanimously approved. (7-0)

Next Board meeting is scheduled for Wednesday, April 19, 2023 at 6:00 pm.

Respectfully Submitted,

Robyn Obler