



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

**Call to Order:** President William McCoy called the meeting to order at 6:05 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

**Executive Session:** Motion by Sutphen, seconded by Glass, the Board of Trustees voted unanimously (7-0) to go into Executive Session at 6:05 pm to discuss the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

Motion by Glass, seconded by McCoy, the Board of Trustees voted unanimously (7-0) to come out of Executive Session at 6:11 pm.

**Approval of March 15, 2023 Minutes:**

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

**Period for Public Expression:** None.

**Friends of the Library Report:** Executive Director Harris reported that the Friends will meet tomorrow, April 20th. The book and food event fundraiser will occur at Baron's Cove on May 21st with cookbook authors Stacy Dermont and Hillary Davis.

**Treasurer's Report:** Treasurer Sroka reported that the Library's financial position at the end of this first quarter is higher than it was at this time last year.

- Balance of cash and invested funds over \$6,000,000.
- Mortgage balance down from previous year.
- Revenue more than \$100,000 than expenses with exception of personnel costs, reflecting fact that library is almost fully staffed and TIAA's retirement payments scheduling, and HVAC remediation costs, and replacement of equipment and other things that have not been replaced or fixed until this time. Other expenses within usual parameters for the month.
- Financial income much higher this year than last due to return on T bills.
- Kanopy subscription balance replenished.

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

- Financial Reports dated March 1 – March 31, 2023
- Warrant 12816-12877 in the amount of \$91,497.89
- Warrant 12878-12888 in the amount of \$60,012.10
- Payroll Warrants



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- Payroll # 5: Check dated 03/08/2023 for pay period 2/22/2023 to 03/07/2023 in the amount of \$41,602.44
- Payroll # 6: Check dated 03/22/23 for pay period 03/08/2023 to 03/21/2023 in the amount of \$43,085.66

### Director's Report:

- New staff members fully engaged.
- Telescope added to Library of Things.
- Deger asked if patrons can suggest items to add to Library of Things and Harris replied that they can. More space will be available for storage of things after the renovation. Discussion of other items to supply for circulation ensued. Statistics were shared. 830 more clicks on reference databases.
- Library can now accept credit card payments at the lower level desk for various Museum and aquarium tickets, faxes and printing jobs. Library swag will possibly be sold as well. Discussion about swag ideas ensued.
- Masonry work began on April 17<sup>th</sup>.
- Buildings and Grounds met with Creative Library's Concepts to choose finishes for stack replacement. Working to schedule site visit with Commercial Flooring regarding floor replacement.
- carpets on first and second floor were cleaned on April 5 though not the flooring to be replaced.
- Statistics: Patron use is up. Many new Library cards issued, most to teens and children. TikTok views increasing.
- Personnel Report presented. Library has full time IT. Elizabeth Lee has replaced L2J Consulting. L2J Contract ends April 30.

Motion to accept the personnel report including employee title and pay rate change by Glass, seconded by Sroka, unanimously approved. (7-0)

### Committee Reports:

- **Personnel:** Did not meet.
- **Finance, Budget, Contracts & Legal:** Did not meet.
- **Building & Grounds:** Met.
  - Floor and stack replacement finishes chosen.
  - Proposals for final cost, demolition/disposal and Book moving to be discussed under Old Business.
  - Goal is for work to be completed last week in August and the first week in Septemeber.
- **Policy & Long Range Planning:** Met.
  - Will discuss amendments to policies under New Business
  - Next Policy to work on will be Notary and Passport Acceptance
  - Discussion of Trustee Retreat for Long Range Planning. Executive Harris will send out a survey on scheduling preferences.



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- **Outreach & Public Relations:** Did not meet.
  - Vice President and Committee Chair Garabedian reported that the website would soon include information about legacy giving.
- **Mashashimuet Park Board:** Met. Trustee Deger reported the following:
  - The park spring very busy at the Park due to school sports.
  - 5K is being planned.
  - Bash at Mash will be postponed for a year to give more time to plan and secure sponsorship.
  - Initial plans to renovate park on hold for now.
- **One for the Books – Ad Hoc:** Met. Sutphen and Garabedian reported:
  - Time frame depends on when it can occur due to constraints of Library renovations and availability of hosts.
  - Decision to hold it on one night only at 4 or 5 locales including Library but not during renovations.
  - Deger recommended 2 speakers for event: Chef and owner of La Bernadin Eric Ripert, who also wrote a book and children’s author of Angelina Ballerina Katharine Holabird
- **Scholarship – Ad Hoc:** Met. Deger and McCoy reported:
  - Reviewed guidelines
    - full time resident of Sag Harbor as proved with a library card and proof of attendance at official program.
    - designated as “pathway to professional success “award to encourage local residents to get certification, licensing education or credentials needed to advance in life
  - Patron who wants to offer scholarship has specific parameters: applicant must be in financial need and award would make their life better.
  - discussion about how to write policy for criteria for applicants in non-intrusive way and still adhere to the parameters specified by the donor of scholarship.
  - Goal to have scholarship ready for 2024.

### Old Business:

- **HVAC Update:** Waiting for Report from Lizardos. Lizardos waiting for Acoustical engineer to weigh in.
- **Discussion of Flooring & Stack Replacement:**
  - Executive Director Harris presented shared samples for fabrics and materials selected by the Buildings and Grounds committee.
  - Sutphen reviewed the updated proposal which was more expensive than the original quote due to the addition of end panel displays on stacks and matching existing millwork.
  - Executive Director Harris shared proposal for demolition and disposal of existing stacks and millwork. All agreed cost was reasonable and working with CLC rather than using an outside vendor will make scheduling easier.
    - Motion to approve CLC updated proposal by Glass; seconded by Sutphen; unanimously approved. (7-0)



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- Motion to approve CLC proposal for book moving, demolition and disposal of existing stacks and millwork by Glass; seconded by McCoy; unanimously approved. (7-0)

### **New Business:**

- ***Amendment to NYS Paid Family Leave Policy:*** Executive Director Harris presented amendments to the policy at the recommendation of our auditor. Amendments clarify Employee responsibilities if they wish to continue Retirement or AFLAC elective contributions.
  - Motion to approve by Garabedian, seconded by Glass, unanimously approved (7-0)
- ***Amendment to Part-time Employee Holiday Time Policy:*** Executive Director Harris presented shared amended policy which would abolish the current part time holiday pay schedule which does not benefit staff in the spirit with which it was intended. It is also confusing and difficult to administer. Updated policy is easy to enforce and equitable for all part time employees.
  - Updated policy: Part-time employees are eligible to receive holiday pay for holidays which they would normally be scheduled to work and only for their regularly scheduled number of hours.
    - Motion to approve by Sutphen, seconded by Sroka, unanimously approved (7-0)

**Period for Public Expression:** Assistant Director Wonda Miller thanked Board for passing the above Amendments to Library Policy noting that it will be helpful for the staff and allow payroll to run more smoothly.

**Adjournment:** Motion to adjourn at 7:38PM by Deger, seconded by Sroka, unanimously approved. (7-0)

**Next Board meeting is scheduled for Wednesday, May 17, 2023 at 6:00 pm.**

*Respectfully Submitted,*

*Robyn Obler*