



JJML Board of Trustees Meeting Regular Meeting Minutes Wednesday, May 17, 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. Members of the Public: Assistant Director Wonda Miller

Period of Public Expression: None.

Moment of Silence in memory of Trustee Gloria Primm Brown

Presentation of Audit for Fiscal Year 2022 by Al Coster of Baldessari & Coster

Al Coster presented the 2022 Financial statement and management letter to the Board of Trustees. He reported that the JJML is in good fiscal shape and is following all the rules and regulations required by the government for association libraries. He presented several recommendations for the Library to institute to lower risks and enhance public communication about the Library's finances.

Motion to approve Management Letter and Financial Statements FY 2022 by Sutphen, seconded by Glass, unanimously approved (7-0).

Approval of April 19, 2023 Minutes:

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

Friends of the Library Report: Executive Director Harris reported the following:

- Tickets are still available for the May 21st event at Baron's Cove
- Friends of the Library gave money to the Library to plant bulbs in memory of Friends member Mary Anne Bennett. The bulbs will be planted among the newly planted clover on the Union Side of the building to match the clover and plantings on the Jefferson side.

Treasurer's Report: Treasurer Sroka reported that Library's financial position at the end of April, 2023 was excellent.

- Cash and short-term investments higher than in previous two years
- Mortgage balance down and will be fully paid on Dec. 31, 2029.
- Revenue was lower than previous months since no tax levy funds were received but this was countered by return on investment in T bills.
- Expenses were higher mainly due to increase in staffing (Library is now fully staffed except for an Adult Programming Librarian) and buildings and grounds costs for needed repairs and renovations as expected.



JJML Board of Trustees Meeting Regular Meeting Minutes Wednesday, May 17, 2023

- On a consent agenda Garabedian motioned, Sutphen seconded and the Board unanimously approved (7-0) the following:
 - Financial Reports dated April 1 – April 30, 2023
 - Warrant 12889-12925 in the amount of \$46,703.12
 - Payroll Warrants
 - Payroll # 7: Pay period 03/22/2023 to 04/04/2023 in the amount of \$45,305.86
 - Payroll # 8: Pay period 4/05/2023 to 4/18/2023 in the amount of \$43,899.05

Director's Report:

- Newsletter at printer and will be sent out over Memorial weekend. Newsletter is sixteen pages instead of the usual twelve. An ambitious summer program is planned.
- Ellie is getting the IT office organized and updating all things IT related.
- VP Garabedian's content suggestion for legacy gift giving is being put in place on Library's website. Director Harris shared she was able provide the information to a donor requesting information on this type of gift.
- Director Harris and the Director of the Levittown Public Library presented a program called the Diversity, Equity and Inclusion Toolkit at the Long Island Library Conference. The presentation has been submitted for consideration for the ALA Public Library Association Conference in 2024.
- Two JJML staffers will be presenting at the New York Library Association Conference in November, Director Harris will be presenting on patron privacy and Emerging Technologies Librarian Anthony Giansante will be presenting on how to teach tech.
- Various children's, tweens and teens programs are very well attended.

Personnel Report: No changes at this time.

Committee Reports:

- **Personnel:** Did not meet.
- **Finance, Budget, Contracts & Legal:** Did not meet. Will meet soon.
- **Building & Grounds:** Did not meet.
- **Policy & Long Range Planning:** Did not meet.
- **Outreach & Public Relations:** Did not meet.
- **Mashashimuet Park Board:** Met. Trustee Deger reported the following:
 - Finalizing contract with school district about fields.
 - Tennis at Park has begun and as well as Pickle ball.
 - CPF completed appraisals.
 - Contract for Whaler collegiate baseball signed.
 - Middle School softball was added for the fall.



JJML Board of Trustees Meeting Regular Meeting Minutes Wednesday, May 17, 2023

- **One for the Books – Ad Hoc:** Met. Sutphen and Garabedian reported:
 - Event will be held in June 2024.
 - To include local and larger talent for talks.
 - Discussion ensued about how to publicize event to avoid scheduling overlaps with other community events.
- **Scholarship – Ad Hoc:** Met. Deger and McCoy reported:
 - Trustee Deger noted that there doesn't seem to be a big need for vocational training and many community scholarships go unclaimed.
 - Further discussion needed for determining qualifications with regard to need, use and residency requirements for scholarship
 - Next committee meeting will include donor of the scholarship
 - Trustee Sutphen suggested library run program for community to discuss scholarships available from the town.

Old Business:

- **HVAC Update:** Lizardo submitted proposal for fees for engineering design for new HVAC system.
 - Not included are equipment and filing for permits.
 - Library will need to hire a permit coordinator to work with engineer and building department in village.
 - Director Harris will need to engage with Delta Well when it comes time to abandon the existing geothermal wells.

Motion to approve Lizardo proposal by Sroka, seconded by McCoy, unanimously approved (7-0).

- **Discussion of Flooring & Stack Replacement:** Flooring and stack replacement moving forward and on track for last week of August or first week in September.

New Business:

- **Vacant Trustee Seat:**
 - Discussion of vacant seat and when to fill it.
- **Appointment of Trustee to Policy Committee:** Robyn Obler was appointed to the committee. Motion to approve by McCoy, seconded by Garabedian, unanimously approved (7-0)
- **Gift In Celebration of Gloria Primm Brown:**
 - Harris suggests putting Little Free Pantry on Library property. Trustees agreed.
 - A reception to honor Gloria Primm Brown is scheduled for Saturday, June 3, at 4:00 pm.

Period for Public Expression: Assistant Director Wonda Miller called back to a discussion earlier in the meeting to let the Board know that photos of cleared checks are included when we receive the monthly bank statements and also available to view through online account access.



**JJML Board of Trustees Meeting
Regular Meeting Minutes
Wednesday, May 17, 2023**

Executive Session:

- To discuss the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

Motion to enter Executive Session at 8:05 pm by Glass, seconded by Sutphen, unanimously approved (7-0).

Motion to come out of Executive Session at 8:30 pm by Glass, seconded by Sutphen, unanimously approved (7-0).

Adjournment: Motion to adjourn at 8:30 pm by Glassr, seconded by Sutphen, unanimously approved (7-0).

Next Board meeting is scheduled for Wednesday, June 21, 2023 at 6:00 pm.

Respectfully Submitted,

Robyn Obler