



JJML Board of Trustees Meeting Regular Meeting Minutes Wednesday, June 21, 2023

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

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

Period of Public Expression:

- Nada Barry made several comments/suggestions:
 - Compliments the Summer Newsletter.
 - Suggested inviting a reporter from the Sag Harbor Express to attend monthly Board Meetings.
 - Strongly encouraged the Board of Trustees to honor Director Emerita Catherine Creedon with a plaque or something else in the building such as a photo collage to acknowledge her commitment to JJML and ushering in its expansion and renovation.

Approval of May 17, 2023 Minutes:

Motion to approve Regular Meeting Minutes by Garabedian, seconded by Sutphen, unanimously approved (6-0).

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

- Friends held their last meeting before their summer break. Meetings will resume in September.
- Friends are moving ahead with planned bus trip in to Manhattan co-sponsored by The Church.

Treasurer's Report: Treasurer Sroka reported:

- Recent trends continue. Balance up from last year partly due to Treasury notes.
- Mortgage balance is down.
- Revenues and expenses typical for May with largest outlay for personnel and mainly mortgage costs.

On a consent agenda Sutphen motioned, Glass seconded and the Board unanimously approved (6-0) the following:

- Financial Reports dated May 1 – May 31, 2023
- Warrant 12926-12988 in the amount of \$155,934.29
- Payroll Warrants
 - Payroll # 9: Pay period 04/19/2023 to 05/02/2023 in the amount of \$45,305.86 (22 employees)
 - Payroll # 10: Pay period 05/03/2023 to 05/16/2023 in the amount of \$43, 899.05 (21 employees)



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Director's Report:

- Director Harris reported that summer reading programs are in full swing with annual end of year school visits, over 100 kids and teens signed up, reading club prizes ordered, reading logs printed and the summer kickoff celebration on June 17th.
- The Sag Harbor Reads selection, Amari and the Night Brothers, was chosen and will be available in both English and Spanish.
- Spice of the Month Club is very popular and branching out to include fresh herbs. The Library of Things also continues to be popular, particularly the Roku sticks. The journalist Stephen Kotz will be writing an article for the Express on Hamptons Libraries with Libraries of Things.
- A new summer page, CJ, was hired to help during the busy season.
- Many more patrons in the building using the Library.

Motion to approve personnel report by Glass, seconded by Sutphen, unanimously approved (6-0).

Committee Reports:

- **Personnel:** Did not meet.
- **Finance, Budget, Contracts & Legal:** Met twice to go over audit recommendations, a maturing treasury note and review 2024 Draft budget.
- **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:
 - Contract with School District signed.
 - Parking issues discussed.
 - CPF completed appraisals.
 - Discussion of the need for increased security.
- **One for the Books – Ad Hoc:** Did not meet but Sutphen and Garabedian reported:
 - Event will be held in June 2024.
 - Looking for author recommendations.
- **Scholarship – Ad Hoc:** Did not meet. Will meet before next Board meeting.

Old Business:

- **HVAC Update:** Executive Director Harris will reach out to a permit coordinator. She also reported that she and Buildings & Grounds Chair Glass would be meeting with Lizardos to review the timeline and scope of work.
- **Discussion of Flooring & Stack Replacement:** Still on Schedule to begin at the end of August.

New Business:

- **Friends Gift to honor Gloria Primm Brown:** Friends of Library would like to amend plaque in meeting room to memorialize the contributions of Gloria Primm Brown in her fundraising and



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efforts which led to the construction of the meeting room. Board was in agreement to amend the plaque noting that this was a unique circumstance and no other plaques should be expected or considered in the future.

- **Acceptance of Auditor's Recommendations:** Executive Director Harris reported a time clock was purchased and will be used at the recommendation of our external auditors. She also shared that additional steps were being taken to increase separation of duties
 - **Authorized Signors on Accounts**
 - Motion to approve removal of Assistant Director as check signer on Accounts by Garabedian, seconded by McCoy, unanimously approved. (6-0)
 - **Designation of Funds***
 - Motion to commit \$3 million of the Library's undesignated funds for capital improvement by Glass, seconded by McCoy, unanimously approved. (6-0)
- **Proposed Draft Budget FY 2024:** Executive Director Harris reviewed the proposed budget for 2024 which includes increases for staff, insurances, library programming, eCollection and streaming services.
- **Volz & Vigliotta Retainer**
 - Motion to approve retainer by Sutphen, seconded by Glass, unanimously approved. (6-0)

Period for Public Expression: Nada Barry expressed concern about date chosen for the One for the Books event since there are numerous community events scheduled for June. She also requested Board Members speak more loudly for Zoom recording so community members can more easily participate.

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.
- To discuss the employment history or a particular person(s) or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person(s).

Motion to enter Executive Session at 6:57 pm by Glass, seconded by Sutphen, unanimously approved (6 -0).
Motion to come out of Executive Session at 7:10 p, by Glass, seconded by unanimously approved (6-0).

Adjournment: Motion to adjourn at 7:11 pm by Glass, seconded by Sutphen, unanimously approved (6-0).

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

*Respectfully Submitted,
Robyn Obler*