



## JJML Board of Trustees Meeting Regular Meeting Minutes Wednesday, July 19, 2023-DRAFT

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

Attending were Vice President Michael Garabedian, Secretary Robyn Obler & Treasurer Elliott Sroka, Trustees Diane Deger, Dan Glass, Ann Sutphen and Executive Director Kelly Harris.

**Period of Public Expression:** No members of the public were present.

### **Approval of May 17, 2023 Minutes:**

Motion to approve Regular Meeting Minutes by Deger, seconded by Sroka, unanimously approved (7-0).

**Friends of the Library Report:** No Report

**Treasurer's Report:** Treasurer Sroka reported:

- Balance a little lower this month than last year due to how District tax money is collected.
- Mortgage balance is down.
- Expenses reflect 3 payrolls and health insurance payments as well as, HVAC remediation and flooring replacement costs, which won't be recurring in the future. All other expenses are under control.
- Income came primarily from the school district tax payments and contributions and from T-bills

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

- Financial Reports dated June 1 – June 30, 2023
- Warrant 12989-13030 dated 06/14/2023- 07/11/2023 in the amount of \$76,596.01.
- Payroll Warrants:
  - *Payroll #11: 05/17/2023 to 05/30/2023 in the amount of \$42,246.10*
  - *Payroll #12: 05/31/2023 to 06/13/2023 in the amount of \$42,688.58*
  - *Payroll #13: 06/12/2023 to 06/27/2023 in the amount of \$42,762.80*
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### **Director's Report:**

- Executive Director Harris reported several Buildings and Grounds Issues that had to be dealt with this past month involving HVAC, plumbing, tiling, an ant infestation, water leak in mechanical room and some water damage to a window.
- Acoustic panels are being installed to dampen sound in the main floor work room.
- As per auditor's recommendations a time clock has been installed for use by Library staff and Assistant Director Wonda Miller has been removed from the Dime Bank account as signatory.
- The shipping date for the new lower level shelving was delayed, so the installation of the new Library flooring and shelving will not occur until after the Budget Vote and Trustee Election on September 28, 2023.
- JJML will participate in the Suffolk Cooperative Libraries Summer Library Tour. Passports are available for patrons to use to visit any Suffolk County library and raffle prizes will be given for number of stamps received.



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- New library card holders doubled from this time last year.

Personnel Report shared several position changes.

Motion to approve personnel report by Sutphen, seconded by Deger, unanimously approved (7-0).

### Committee Reports:

- **Personnel:** Did not meet.
- **Finance, Budget, Contracts & Legal:** Did not meet.
- **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:
  - All park programs are up and running.
  - Summer maintenance is occurring.
  - Lines in parking lot have been repainted.
  - 5k Race is scheduled for September 10 at 9:00 am
- **One for the Books – Ad Hoc:** Did not meet. On Hiatus until the Spring
- **Scholarship – Ad Hoc:** Trustee Deger reported the Pathway to Success Scholarship application and policy have been created and are under review by legal counsel and our external auditor. Will be ready for Board review and approval next month.

### Old Business:

- **HVAC Update:** Executive Director Harris reported the HVAC engineers will have a report next month regarding the of new system on the roof of the building and the permit coordinator on board to help.
- **Flooring & Stack Replacement:** Due to delivery delays for the lower level aurora shelving, the project will be pushed to begin after the Budget Vote.
- **Draft Budget FY 2024:** Director Harris reviewed the Draft Budget for fiscal year 2024 which included some small increases as compared to the budget put forward at the June meeting. The proposed budget falls below the tax cap.
  - **The Following resolution approving the budget for 2024 was moved by Glass, seconded by Sutphen, and unanimously approved, (7-0)**
    - WHEREAS, General Municipal Law (GML) §3-c establishes a tax levy limit for all budgets approved by libraries that may require school districts to levy a tax on their behalf; and WHEREAS, the John Jermain Memorial Library’s budget is governed by GML §3-c; and WHEREAS, GML §3-c authorizes the John Jermain Memorial Library Board of Trustees to exceed the tax levy limit by a resolution approved by a vote of sixty (60%) percent of the qualified Trustees; and WHEREAS, the John Jermain Memorial Library’s budget may result in a tax levy which exceeds the tax levy limit;



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NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the John Jermain Memorial Library expressly permit the Library budget to exceed the tax levy limit set forth in GML §3-c; and BE IT FURTHER RESOLVED that the Board of Trustees of the John Jermain Memorial Library adopts the proposed 2024 budget in the amount of \$ 3,234,207.00 with the requisite portion thereof to be raised by a levy of a tax upon the taxable property within the Sag Harbor Union Free School District boundaries, subject to voter approval.

### **New Business:**

- **Staff Development Day Closing:** Directed Harris requested the Board of Trustees approve closing the Library on Wednesday, September 13, 2023 for Staff development including the annual AED/CPR training and NYS mandated sexual harassment prevention training.
  - Motion to close the Library for the above training by Garabedian, seconded by Sutphen, unanimously approved (7-0).
- **Board Retreat:** A date and location will be decided upon at the August Board Meeting.

**Period for Public Expression:** None.

**Adjournment:** Motion to adjourn at 6:53 pm by Glass, seconded by Sroka, unanimously approved (7-0).

**Next Board meeting is scheduled for Wednesday, August 16, 2023 at 6:00 pm.**

*Respectfully Submitted,  
Robyn Obler*