



## JJML Board of Trustees Meeting Regular Meeting Minutes Wednesday, August 16, 2023-DRAFT

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

Attending were Vice President Michael Garabedian, Treasurer Elliott Sroka, Trustees Diane Deger, Dan Glass, Ann Sutphen and Executive Director Kelly Harris. Absent: Secretary Robyn Obler. Also in Attendance Assistance Director Wonda Miller

**Period of Public Expression:** None.

**Approval of July 19, 2023 Minutes:**

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

**Friends of the Library Report:** Executive Director Harris said that information about a Jitney, shared with The Church is scheduled for October. Details and registration information are forthcoming. Trustee Deger recommended Sag Harbor author Helen Harrison for the December Friends Author Lunch. President McCoy recommended author Helen Whitney.

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

- Money has come in and reflects a 12 month high of \$6,453,896, as all tax monies for the year have come in. Expect this amount to go down as library will have future expenses remaining until end of the year.
- Other income areas are doing well too. Interest income was high. Gifts were low.
- Income is at 99.5%
- Total expenses for July are shy of budget amount.
- There was no electricity bill for the month of July. Harris said, sometimes two are received in one month, as per the billing cycle.
- Payroll was straight forward.
- Sutphen questioned why budget was presented in portrait mode.

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

- Financial Reports dated July 1 – July 31, 2023
- Warrant 13031 – 13077 dated 07/12/2023- 08/08/2023 in the amount of \$89,072.15.
- Payroll Warrants:
  - *Payroll #14: 06/28/2023 to 07/11/2023 in the amount of \$44,160.82*
  - *Payroll #15: 07/12/2023 to 07/25/2023 in the amount of \$43,508.98*

**Director's Report:**

- Executive Director Harris reported that there is more traffic in the Hamptons.
- Visiting the library, from Troy NY, were the great great great great grandchildren of John Jermain.



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- The summer reading finale celebration was held in the park. Participants were treated to Buddhaberry treats and the SLED from SCLS was present with activities for the participants. The park was delighted to hold the event and has invited the library back for future events.
- Met with Lizardos. See New Business.
- Newsletter is in final review. It includes budget information.
- Legal Notices are posted.
- Met with a representative from Preservation Long Island, which oversees the Custom House. Discussed library's possibility of using the Custom House's lawn for events
- Tik Tok was light.
- Andrew submitted a letter of resignation.
- Sutphen asked about the status of adult programming librarian position. Harris replied that it has not yet been posted. Harris and Miller have been handling the job with Nancy helping.
- The date for closing the library for renovation is 9/29. It is expected to be closed for 2 weeks. Glass suggested doing the internal stuff on Friday. Kelly said that she has added an additional week, for the renovation. Trustees asked about a soft reopening. Harris replied that it could be tied in with the end of October Monster Bash.

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

### Committee Reports:

- **Personnel:** Did not meet.
- **Finance, Budget, Contracts & Legal:** Did not meet.
- **Building & Grounds:** Met and reviewed Lizardos report. See New Business.
- **Policy & Long Range Planning:** Did not meet.
- **Outreach & Public Relations:** Did not meet.
- **Mashashimuet Park Board:** Met on August 9th. Trustee Deger did not attend but reported the following:
  - The park has secured a presenting sponsor – Sag Harbor Tennis – for the 5K race. This helps bring the total to date, to \$25,000. Still seeking 3 Grandstand sponsors and 2 Sage sponsors.
  - The park will participate in Harborfest.
  - Pierson homecoming is 9/23 and there will be food trucks in the park.
- **One for the Books – Ad Hoc:** Did not meet. On Hiatus until the Spring
- **Scholarship – Ad Hoc:** See New Business.

### Old Business:

- **HVAC Update:** Executive Director Harris reported that Lizardos visited with engineers and delivered some good news. They said that it is possible to install the unit on the Union Street side of the building as all the relevant fittings are already in place. Sound attenuations can be met with plantings but additional sound attenuation panels can be installed behind plantings if needed.



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- **Flooring & Stack Replacement:** Renderings of the new renovations will be posted for patrons to see in the library. Harris distributed color photocopies of the proposed renovations. Trustees discussed flooring and shelving arrangements. Trustee Deger asked about digital signage. Harris responded that the digital sign on the shelf behind the circulation desk will be mounted after the completion of the project.
- **Trustee Retreat Day & Location:** The Trustee Retreat to discuss Strategic Planning will be held on Monday, November 13, 2023 at 10:00 am. Trustees-Elect will be invited to attend. Location TBD.

### New Business:

- **Pathway to Success Scholarship Policy:** Director Harris submitted the proposed scholarship policy and application to the Library's external auditor Al Coster (Baldesarri & Coster) and legal counsel Tom Volz (Volz & Vigliotta) for review. Both approved. Trustee Deger asked if it needed to be added to the Library policy. Harris responded yes.
  - Motion to Pathway to Success Scholarship by Glass, seconded by McCoy, unanimously approved (6-0).
- **December Board Meeting Date Change:**
  - Motion to approve date change to Tuesday, December 19, 2023 by Sutphen, seconded by Glass, unanimously approved.

Period for Public Expression: None.

Adjournment: Motion to adjourn at 6:47 pm by Glass, seconded by Sroka, unanimously approved (6-0).

### **Next Board meeting:**

**Budget Hearing and Trustee Forum - September 20, 2023 at 5:00 pm**

**Regular Meeting - Wednesday, September 20, 2023 at 6:00 pm.**

*Respectfully Submitted,  
Diane Deger*