



JJML Board of Trustees Meeting Regular Meeting Minutes Tuesday, December 19, 2023

Call to Order: President William McCoy called the meeting to order at 6:10 pm.

Attending: Vice President Garabedian, Treasurer Sroka, Secretary Obler, Trustees Deger, Glass and Sutphen, Executive Director Harris and Assistant Director Miller and Trustees-Elect Curren Schmidt and Friscano

Period of Public Expression: None.

Approval of November 15, 2023 Regular Meeting Minutes:

Motion to approve Regular Meeting Minutes by Sroka, seconded by Garabedian, unanimously approved.

Friends of the Library Report: Executive Director Harris reported:

- Their spring fundraiser is set for May 5, 2024. A screening of a documentary and Q&A with its director Helen Whitney to be held at Sag Harbor Cinema with brunch to follow.
- Nat Brown was invited to the Friends December Meeting for their holiday party and to unveil the plaque the Friends purchased honoring his late wife and trustee Gloria Primm Brown.
- Friends will meet again in March

Treasurer's Report: Treasurer Sroka reported that Library has enough cash on hand to cover Glow up and give Library a good cushion for next year's expenses. Investments also high.

- Although expenditures were high because they included renovation and HVAC costs, without these costs library actually spent the same as last year.
- Pace Barnes donation received for digitization of archives.
- Close to \$900,000 of Treasury notes matured and were reinvested.
- JJML at 92% of fiscal year but spent 99% of amount expected to be spent because Library is spending more on improvements, programming, etc. and due to Glow up and HVAC repair costs.
- Discussion about annual appeal. Director Harris intends to bring it back for next year after updating data bases for donors. This issue should also be part of agenda for Long Range Planning and Outreach committees when they meet next year.

On a consent agenda Garabedian motioned, Glass seconded and the Board unanimously approved the following:

- Financial Reports dated November 1 – November 30, 2023
- Bill Payment List (formerly Warrants) numbered 13197 through 13277 totaling \$498,909.97. (includes payments for Glow up renovations)
- Payroll Warrants:



JJML Board of Trustees Meeting Regular Meeting Minutes Tuesday, December 19, 2023

- Payroll #22: 10/18/23 - 10/31/23 in the amount of \$43,200.70.
- Payroll #23: 11/01/23 - 11/14/23 in the amount of \$42,697.89.
- Payroll #24: 11/15/23 – 11/28/23 in the amount of \$42,276.42.

Director's Report: Executive Director Harris thanks the library staff for all their hard work, innovations and cooperation this past year through all the changes, renovations and HVAC issues the Library underwent. New staff is settling in well, many compliments received from the public about Glow up renovations, and children and teens are enjoying their new spaces.

Library received about a dozen donations including a \$10,000 donation from Nat Brown in celebration of his wife Gloria Primm Brown and the renamed Community Room.

There was a robust discussion about two letters received from community members commenting on reorganization and location of new fiction books. Executive Director Harris will reply to the letter formally submitted. In response, the Library will be adding additional new signage to assist with wayfinding. As always the returned book carts are available for patrons to peruse but will make them more accessible.

Executive Director Harris also shared that at the recommendation of a patron the *New York Times* bestseller list will be printed and posted on the new books shelf. Harris also noted that the newly installed end panels allow for more new books to be displayed forward facing and new books are also shelved on top of the book case. Library staff will give mini tours of library during HarborFrost. A thank you letter was also received by Ghilia Lipman Wulf, the artist who painted the mural between the first and lower level stairway.

Executive Director Harris discussed and answered questions about ebook use at Library, library card renewal, donor database and patron data.

Motion to approve personnel report by Glass, seconded by Sroka, unanimously approved.

Committee Reports:

- **Personnel:** Met to revise the Library Trustees' evaluation form of the Executive Director.
- **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:
 - Park is waiting for CPF offer
 - Leaves have been raked and Christmas Tree placed in Pond
- **One for the Books – Ad Hoc:** Did not meet. Event Scheduled for June 15, 2024.
- **Scholarship – Ad Hoc:** Did not meet.



JJML Board of Trustees Meeting Regular Meeting Minutes Tuesday, December 19, 2023

Old Business:

- **HVAC Update:** On December 11, 2023, the Board of Trustees met with Patrick Tennant of Lizardo and John Miccoli, a project consultant, to review the drawings submitted for review by Lizardos for the HVAC project.

New Business:

- **John Miccoli Consultant Agreement:** Board reviewed John Miccoli's resume and contract. It was agreed he would be an asset in moving forward with the HVAC project

Period for Public Expression: Trustee Elect Curren Schmidt recommended paginating the public facing board packet.

Executive Session: Motion made to enter Executive Session at 7:37 pm by Glass and seconded by Garabedian for the purpose of discussing the 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, unanimously approved.

Motion to exit Executive Session at 8:10 pm by Glass, seconded by McCoy, unanimously approved.

Motion by Glass, seconded by McCoy to increase Executive Director Kelly Harris's salary to \$170,887.50 for fiscal year 2024, Unanimously approved.

Adjournment: Motion to adjourn at 8:12 pm by Glass, seconded by Garabedian, unanimously approved.

Next Board meeting: Wednesday, January 17, 2024 at 6:00 pm. (Reorganization)

*Respectfully Submitted,
Robyn Obler, Secretary*