

MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY

December 16, 2015

MINUTES

A construction meeting preceded the regular meeting.

President Bruce Kaplan called the meeting to order at 3:55 pm

Present: Bruce Kaplan, Louise Collins, Matthew Rojano, Sandra Ferguson, Tom House, Harvey Loomis, John Vendetti, Mary Lee (by Skype). Absent: Jackie Poole

Sandra Ferguson moved, Matthew Rojano seconded and the Board voted unanimously to approve the proposed agenda dated December 16, 2015.

Louise Collins moved, Sandra Ferguson seconded and the Board voted unanimously to approve the minutes of the regular November 18, 2015 regular monthly meeting.

The Director announced that the 2015 annual appeal as of December 16th is \$49,375, with 111 donors. Bridgehampton resident Phyllis Davis donated \$10,000, half of which is to be applied to the local history collection. Last year's annual appeal at this time was \$37,145.00, with 116 donors; the total 2014 Annual Appeal was \$60,750 with 190 donors.

The Director said that the annual Christmas party was a success, with music and singing and sundry eats. She also reported that the HVAC work is progressing well, although there will be yet another delay in the completion of the whole job; the cooling tower shed is all but finished and most of the equipment is installed, the pumps are running and the pipes are being washed clean. The first week of January is now the estimated time of the project's completion.

Sandra Ferguson raised a question about the noticeable decline in this month's circulation figures. The Director noted that, indeed, library circulation figures nationwide have been declining for some time – and that that trend has caught up with us. However, there are some mitigating factors: that decline in circulation is due partly to the increased use of digital resources offered by the library. The slight decline of patrons actually coming to the library may be partly because the device that counts people coming through the door failed mid-year and the “people count” by the librarians may very well have been too low. Another factor is the decline of the Friday at Five audiences -- some 300 fewer people this year than previous years.

In the same vein, there was a discussion about the low number of Young Adults using the Library. The main problem here is the lack of space that is designated for YA use: The YA area is small and very much part of the Library's general traffic pattern; other, bigger libraries can give the YA's their own semi-private space, which is an attractive feature for that age group.

The collection of toys in the children's space is getting beat up by constant use, and will be replaced. And the task of replacing the Library's two water fountains has become a “herculean

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task” for the Director, who has been in constant back-and-forth phone explorations with various plumbers and electricians; she has decided to deal with D&S Management (the contractors for the HVAC project), which has offered a quote of \$15,200 to do the job, which turns out to be much more complicated than originally contemplated. There will be an operational resolution at the end of the meeting to approve the arrangement.

The Library has been offering for sale hooded sweatshirts and caps decorated with the Library’s logo, and sales have picked up with the cooler weather; so we have now added winter skull caps, or beanies, to the offerings – decorated with a discreet “Hampton Library” insignia, they will be sold for \$12 – four cents less than they cost the Library.

There was a query about the free bus trips for local school children to various New York City museums and other attractions, and the Director confirmed that they will be offered again this year.

The Policy Committee meeting to address the matter of revised staff job description will be delayed until the New Year.

John Vendetti moved, Harvey Loomis seconded and the Board voted unanimously to enter executive session for personnel matters at 4:48. At 5:11 the regular meeting resumed.

Louise Collins moved, Sandra Ferguson seconded and the Board voted unanimously to resolve that the following financial matters be approved:

A. DISBURSEMENTS

a. Resolved that the Board of Trustees of the Hampton Library approves the prepayments of checks dated 11-18-15 to 12-4-15 numbered 13136-13144 in the amount of \$215231.47.

b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 12-10-15 numbered 13145-13175 in the amount of \$22204.69. B.

B. PAYROLL

a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods 10/28/2015 – 11/10/2015 in the amount of \$22799.67 and 11/11/2015 – 11/24/2015 in the amount of \$22433.43.

C. FINANCIAL REPORTS

a. Resolved that the Board of Trustees of the Hampton Library accepts the Operating Financial Reports prepared by Danielle Menchise, the Library’s Business Manager, for the period 11/01/15-11/30/15.

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John Vendetti moved, Tom House seconded and the Board voted unanimously to approve the following Operational Resolution:

Resolved that the Board of Trustees of the Hampton Library contracts with D&S Mechanical to install new water fountains in the amount of \$15,200.00.

Tom House moved, Louise Collins seconded and the Board voted unanimously to adjourn the meeting at 5:15pm.

Respectfully submitted,
Harvey Loomis, Secretary