

MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY

WEDNESDAY, FEBRUARY 15, 2017

Present: Louise Collins, Jackie Poole, John Vendetti, Tom White, Sarah Stenn, Matthew Rojano, Sandra Ferguson, Harvey Loomis.

Absent: Tom House

President Collins called the meeting to order at 3:37 pm.

Sandra Ferguson moved, Tom White seconded and the Board voted unanimously to approve the agenda dated February 15, 2017.

Sarah Stenn moved, Sandra Ferguson seconded and the Board voted unanimously to approve the minutes of the January 18, 2016 Regular meeting and the minutes of the January 18, 2016 Organization meeting.

The Director announced that the 2016 Annual Appeal as of 2/10/17 was at \$47,000 with 155 donors; the equivalent 2015 figures were \$73,215 with 177 donors.

The Director reported that the Friends of the Library have firmed up their plan for a barn party on July 15 at the Wesnofske farm on Scuttle Hole Road in Bridgehampton, and that the Bay Burger restaurant in Sag Harbor will provide the food for the party. The Director later reported that the Friends have requested that the Library pay the up-front \$3000 deposit to the Bay Burger, a sum which the Friends will repay when their money-raising events begin in the spring.

Staffer Phebe Rogers has done well in her shelving books job and has been given the new task of checking in the books on the mornings she works. Her mother is very pleased with her progress.

The Director has begun the paperwork for ordering the new copiers and SAM software system that was approved at the last meeting. She has also been working with Danielle to wrap up fiscal year 2016 and prepare for fiscal year 2017, and to prepare the funding and also designates the five-star evaluation, which our Library has won for the last four years.

The Library's "Mommy and Me" yoga program for kids has been suspended because its teacher, Kristen Davey, has taken another job. The Director is looking for a replacement instructor.

A group of adults from the East End Disabilities program have visited the Library in recent weeks to do crafts from our Teen Drop in Spot and color pictures from the Adult Coloring Corner.

The Director has met with a small group of Library parents to encourage them to join the Friends of the Library, and in general has been encouraged by the interest and enthusiasm evinced by the newly organized Friends. In that connection she has suggested to Jerry Nichols that he might participate at a retreat in April with the Friends of this and other local libraries.

There followed a longish discussion of the Libraries Defined Contribution Retirement Plan. The Library's current default plan, a government fund is not the best choice because the voluntary fee waiver is set to expire and that another plan, the Life Cycle Fund, is a better

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choice. The Board agreed with the Director and voted to approve an Operational Resolution to switch the Library's staff retirement plan to the Life Cycle Fund.

John Vendetti moved, Matthew Rojano seconded and the Board voted unanimously to accept the Director's Report and Departmental Reports for the period January 1, 2017 through January 31, 2017.

More HVAC: The Director reported that the unit 10B Climate Master heat pump that helps to distribute heat through the Library building is not working because the compressor has failed. D&S Mechanical provided two quotes: one to replace the compressor and the second to replace the entire unit. Replacing just the compressor is a very labor intensive job and does not guarantee that other parts within the unit may not fail at a later date. Replacing the entire unit requires less labor and the new unit and its parts would be covered by warrantee. Director Harris requested guidance from James Williamson of H2M and he recommended that we replace the entire unit. The Board agreed to resolve an operational resolution to that effect.

Tom White moved, Matthew Rojano seconded and the Board voted unanimously to approve the following financial resolutions:

Disbursements

a. Resolved that the Board of Trustees of the Hampton Library approves the prepayments of checks dated 01/18/2017 to 02/02/2017 numbered 13814-13829 in the amount of \$7135.94

b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 02/10/2017 numbered 13830-13857 in the amount of \$27624.15

Payroll

a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods 12/21/2016 - 01/03/2017 in the amount of \$24065.34 and 01/04/2017 - 01/17/2017 in the amount of \$24623.58.

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 01/01/2017-01/31/2017

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

A. Resolved the Board of Trustees of the Hampton Library approves the proposal by D&S Mechanical for the replacement of the climate master heat pump in the amount of \$12,240.

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

- B. Resolved the Board of Trustees of the Hampton Library approves Life Cycle Funds as the default account option for employees participating in the Library's TIAA 403b retirement plan.

Tom White moved, Sarah Stenn seconded and the Board voted unanimously to approve the following Operational Resolution:

- C. Resolved the Board of Trustees of the Hampton Library approves the New York State Annual Report for Public and Association Libraries for Fiscal Year 2016 as prepared by Director Kelly A. Harris.

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

- D. Resolved the Board of Trustees of the Hampton Library approves paying a deposit of \$3,000 to Bay Burger Catering on behalf of the Friends of the Library for their Summer Barn Party to benefit the Library to be reimbursed by the Friends before the end of the year.

At 4:45 Jackie Poole moved, Harvey Loomis seconded and the Board voted unanimously to adjourn the meeting.

*Respectfully Submitted,
Harvey Loomis, Secretary*