

MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY

Wednesday September 20, 2017

Directly Following the Annual Budget Hearing at 3:30 pm

Present: Louise Collins, Tom House, Sarah Stenn, John Vendetti, Matthew Rojano, Tom White, Harvey Loomis.

Absent: Sandra Ferguson, Jackie Poole

Guests: Judy Williams, Co-President of the Friends of the Library; Greg Ferraris, Auditor

President Collins called the meeting to order at 3:40pm.

Tom House moved, Tome White seconded and the Board voted unanimously to approve the proposed agenda dated September 20, 2017. Tom House moved, Sarah Stenn seconded and the board voted unanimously to approve the minutes of the August 16, 2017 regular meeting.

Judy Williams reported that the barn party was a success, raising \$17,000 and that Fridays at Five brought in \$30,000. She raised the question of what to do if a very popular author was speaking on a rainy day, since the Program room would not be big enough to contain the crowd; she suggested that a tent might be acquired that would cover the back yard. President Collins responded taking in to consideration the logistics and cost of a tent it would likely not be the best option. Ms. Williams revealed that there will be a money-raising event, a golf afternoon, scheduled for Friday October 13 at the Bridgehampton Club. The fee to attend is \$175.

Ms. Williams spoke of the Friends' intention to change their by-laws to allow them to hold back more money to ensure there is enough to stage the Friends' summer events. The figure of \$6000 was mentioned.

Gregory Ferraris, the Library's independent auditor, gave his annual report, in which he suggested that the Library, having a goodly amount of money in reserve, should consider making some significant capital improvements in the near future. He commended the fine work Director Kelly Harris and Business Manager Danielle Menchise did in keeping the Library's financial records. They received 100% compliance in the 2016 annual audit.

The director reported that two new part-time staffers have been hired – Justin LaPointe and Jimmy Gazda, who will be making \$11 an hour.

The exterior painting job has been stalled slightly, but is expected to be finished by the end of next week. And the new printing machine, SAM, is working fine, using less paper and toner than the old machine, which was the main reason for buying it.

There were some 400 people in the Library's back yard during the recent eclipse of the sun. It was pandemonium for a while, and the Director had the Library's phone ringers turned off until 3 o'clock because so many people were calling to beg for the special glasses that the Library had been handing out and of which there were none left.

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There was a false fire alarm from the Library in August because of a faulty smoke detector. The fire department responded but no one of the Library was notified at the time. The Director has revised the protocol to ensure that in the future she will be informed immediately. The smoke detector has been replaced.

The Director reported that patrons' use of DVDs rose considerably in August, particularly old adult fiction films. One wonders why?

The annual Friends party is scheduled for Friday, September 23 at the Library. The menu will include vegan options, and 45 to 55 people are expected to attend.

John Vendetti moved, Tom House seconded and the Board voted unanimously to enter executive session for personnel matters at 5:11. The regular meeting resumed at 5:30.

Harvey Loomis moved, Sarah Stenn seconded and the Board voted unanimously to approve the following financial matters:

DISBURSEMENTS

Resolved that the Board of Trustees of the Hampton Library approves the prepayments of checks dated 08/16/2017 to 09/11/2017 numbered 14147-14158 in the amount of \$9090.94.

Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 09/13/2017 numbered 14159-14203 in the amount of \$50618.20.

PAYROLL

Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods 07/19/2017-08/01/2017 in the amount of \$26455.90 and 08/02/2017-08/15/2017 in the amount of \$26892.47.

FINANCIAL REPORTS

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 08/01/2017-08/31/2017.

Tom White moved, Tom House seconded and the Board voted unanimously to approve the following Operational Resolutions:

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Resolved that the Board of Trustees of the Hampton Library approves the Full Time employment of Shannon Galasso having completed her three-month probationary period.

Resolved that the Board of Trustees of the Hampton Library approves the Full Time employment of Megan Smead having completed her three-month probationary period.

Resolved the Board of Trustees approves a Stipend in the amount of \$500 per pay period (Pay periods dating: 10/11/17-10/24/17, 10/25/17-11/7/17, 11/22/17-12/5/17, 12/6/17-12/19/2017 and 12/20/2017-1/2/2018) for Business Manager Danielle Menchise, while Director Harris is on Maternity Leave.

Resolved the Board of Trustees of the Hampton Library approve staff raises for fiscal year 2018 pending the approval of the 2018 Budget at the Annual Budget Vote and Trustee Election.

Resolved that the Board of Trustees of the Hampton Library approves the Annual Audit for Fiscal Year 2016 as prepared by GNFerraris.

John Vendetti moved, Tom House seconded and the Board of Trustees voted unanimously to adjourn the meeting at 5:40 pm.

Respectfully submitted,

Harvey Loomis, Secretary