

MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY

June 15, 2016 at 3:30pm

MINUTES

Present: Bruce Kaplan, Louise Collins, Jackie Poole, Sandra Ferguson, Tom House, Matthew Rojano, John Vendetti, Harvey Loomis.

Bruce Kaplan called the (outdoor) meeting to order at 3:37 – and suggested that the board maintain a minute of silence to recognize the recent mass killing in Orlando, Florida.

Louise Collins moved, Jackie Poole seconded and the Board voted unanimously to approve the agenda dated June 15, 2016.

Sandra Ferguson moved, Louise Collins seconded and the Board voted unanimously to approve the minutes of the May 18th Board meeting.

The Director mentioned her participation in the Hayground School's Senior Project Panel, as a judge of the students' presentations of topics of which they had been tasked to become experts. Each gave a 10-minute presentation. The Director found it to be a very good experience.

The Children's department is doing very well, according to the Director, as is the Young Adult attendance at the Library. Of particular interest was a report from staffer Paul Zukowski concerning a college student who was able at the last minute to use the Library's 3D Printer to complete a final thesis project for his School of Architecture.

The Policy Committee has met to review the staff members' job descriptions. Some alterations were made, and the results sent to lawyer Tim Voltz who approved them; they are now ready to be approved by the Board.

The Director mentioned stories in the Southampton and Sag Harbor newspapers that called attention to the Library's new policy of circulating beach chairs, and the Teen Bus Trip. She noted that Tom House had submitted the press release about the teen trip.

The HVAC project is getting ever closer to being fully completed. The cooling tower has been registered, and James Williamson is compiling the necessary paper work for New York State.

The Director has bought recycled paper napkins with the Library logo, compostable plastic cups and reusable tables cloths for Fridays at Five. This is part of the Library's effort to be as environmentally conscious as possible. She also noted that Friend of the Library Tina Raymond has also bought balloons with the Library logo to be used to call attention to the Library at various community events. The Library has bought a small helium tank and the equipment to fill the balloons – which are also biodegradable.

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A droll discussion ensued about the fate of the mannequin that sits above the far corner of the circulation desk, whose name, it seems, is Noah Gender. The suggestion of seating it in the audience at Fridays at Five drew considerable hilarity.

John Vendetti moved, Tom House seconded and the Board voted unanimously to accept the Director's report and Departmental Reports for the period May 1, 2016 through May 31, 2016.

The collection of films donated to the Library by the Take Two Documentary Festival is installed, and the Board discussed and agreed with the suggestion that the Library take a half-page advertisement in the Festival's program – both as thanks to Festival for its generosity, and to call attention to the availability of the collection at the Library.

The Director discussed the 2017 Budget, which is likely to show a mere 1.88% increase over 2016's budget. The increase was kept low primarily by deleting one Sunday clerk jobs and shortening some clerk-work time during the week.

Sandra Ferguson moved, Jackie Poole seconded and the Board voted unanimously to approve the following financial matters:

A. DISBURSEMENTS

- a. Resolved that the Board of Trustees of the Hampton Library approves the prepayments of checks dated 5/18/16 numbered 13,4118-13,432 in the amount of \$59,12.21.
- b. Resolved that the Board of Trustees of the Hampton Library approved the disbursements of checks dated 6/9/16 numbered 13,433-13,465 in the amount of \$26,850.19.

B. PAYROLL

- a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods 4/27/2016 – 05/10/2016 in the amount of \$24071.74 & 5/11/2016 – 05/24//2016 in the amount of \$23,712.66.

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 Operating Financial Manager, for the period 05/01/16-05/31/16.

Tom House moved, Matt Rojano seconded and the Board of Trustees of the Hampton Library voted unanimously to approve the following operational Resolutions:

- A. Resolved that the Board of Trustees of the Hampton Library approves purchase of an a half-

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page advertisement in the Hamptons Take Two Documentary Film Festival Program in the amount of \$\$650.

- B. Resolved that the Board of Trustees of the Hampton Library approves the Business Manager Job Description as recommended by the Policy Committee.
- C. Resolved that the Board of Trustees of the Hampton Library approves the Circulation Clerk Job Description as recommended by the Policy Committee.
- D. Resolved that the Board of Trustees of the Hampton Library approves the InterLibrary Loan Coordinator Job Description as recommended by the Policy Committee.
- E. Resolved that the Board of Trustees of the Hampton Library approves the Head of Technical Services Job Description as recommended by the Policy Committee.
- F. Resolved that the Board of Trustees of the Hampton Library approves the Technical Services Clerk Job Description as recommended by the Policy Committee.
- G. Resolved that the Board of Trustees of the Hampton Library approves the Reference Librarian Job Description as recommended by the Policy Committee.
- H. Resolved that the Board of Trustees of the Hampton Library approves the Youth Services Librarian Job Description as recommended by the Policy Committee.
- I. Resolved that the Board of Trustees of the Hampton Library approves the Youth Services Clerk Job Description as recommended by the Policy Committee.

Jackie Poole moved, Tom House seconded and the Board of Trustees of the Hampton Library voted unanimously to adjourn the meeting at 4:23pm.

Respectfully submitted,
Harvey Loomis, Secretary