

AMAGANSETT FREE LIBRARY  
REGULAR MONTHLY MEETING  
Unapproved Minutes of February 25, 2022

Present: Marc Donnenfeld (President), Calandra Sheen (Vice President), Dan Mongan (Treasurer, videoconferenced), Shari Thompson (Secretary), Sadie Stephenson, Lynne Weinlandt (videoconferenced), Arielle Hessler (Director). Also present, for part of the meeting: Al Baldessari (videoconferenced). The meeting took place in the library's Community Room and was called to order by President Marc Donnenfeld at 9:05 am.

I. Approval of Agenda. Approved without objection but with the provision that the Executive Session (item III) come after New Business (item XI).

II. Approval of Minutes from January 28, 2022 Regular Meeting. Approved without objection.

III. Executive Session. See item XII, below.

IV. Financial Report. Treasurer Dan Mongan and Director Arielle Hessler reported that "we're looking good" and are 8 to 10% through this year's budget, which is less than usual, and noted that contributions have increased over the past three years---our 2021 Annual Appeal brought in \$41,075.92 from 85 donors---and that this year, so far, we have not had to buy additional COVID supplies.

V. President's Report. President Marc Donnenfeld thanked the library staff for working so well together and noted that he had nothing special to report.

VI. Director's Report. Director Arielle Hessler introduced Al Baldessari, of the accounting firm Baldessari & Coster, which the board will be voting to approve as our new auditors (see item 10A). The firm specializes in libraries and comes highly recommended; some 80 Nassau and Suffolk County libraries are among their clients. Al explained the standards and methods that the firm uses to meet libraries' audit and tax needs, and provided us with a model library financial report. In the discussion that followed his presentation, it was agreed that the in-depth accounting that he described would be extremely helpful to our library in planning for future capital projects.

Arielle reviewed her Director's Report with the board and noted especially that "we have a lot of materials" and received more requests for inter-library loans, in the past year, than we sent out. With more families coming to the library, the children's print collection has seen an increase in circulation; visits to our website have markedly increased; and we now have a You Tube channel on which some of our recorded Zoom programs will be available and oral histories can be posted. One of our printers on the second floor is not working, and the technology coordinator subcontractor What About Bob, which is familiar with our tech setup, will be brought in. In mid-March, our new seed library will start, with a weekend event for families. We would like Amber Waves or Charlie & Sons to partner with us---otherwise, we will do it on our own---and it was

suggested that if we do partner with Charlie & Sons, there might be a tie-in with our Friends garden.

Arielle reported that other libraries are now up to full capacity and recommended that we raise our group limit of 10 persons to 20 or 25 (or more), so that families can come to events and programs at our library. Arielle recommended also that we have a designated-space policy, with signage. Our library has been attracting teens, and it was agreed that the Teen Room should be identified as such. Patrons can meet and/or work in groups in the Biography Room, and work individually on the second floor. It was agreed that both of Arielle's recommendations will be on the agenda at our March board meeting. Arielle noted that teens have been coming to the library to help with community-service projects (e.g., repackaging seeds for our new seed library, helping with activities at the Children's Department's Unicorn Party) and have "expressed enjoyment," and that we hope to offer more community-service opportunities for teens.

VII. Secretary's Report. At our March board meeting, Secretary Shari Thompson will report on the Amagansett Village Improvement Society's plans, this spring and summer, for their 100th-anniversary celebration. Shari is an AVIS board member.

VIII. Trustee Reports. None.

IX. Committee Reports.

A. Friends. Director Arielle Hessler reported that additional furniture for the Friends garden is still being decided on and that an order will be placed in time for spring delivery.

A "show your love" brick-fundraising letter, with artwork by board member Meredith Cairns's daughter Chloe, was sent to families of the children at the Amagansett School in time for Valentine's Day, and another letter will be sent, this spring, to the names on our mailing list.

B. Gala. The Gala Committee will report to the board at our March meeting.

X. Old Business

A. Library Audit Discussion: Baldessari & Coster LLP as new auditors

1. Motion to rescind the approval of the GN Ferraris contract. Approved without objection.

2. Motion to approve the services of Baldessari & Coster for 2021. Approved without objection.

B. Review of Mask Policy. The policy was amended, as of March 1, 2022, to require that the library be in compliance with directives from the state and/or federal government. Approved without objection.

XI. New Business

A. Review of Policies

1. Whistleblower Policy. Approved without objection.

2. Policy Against Workplace Harassment. Approved without objection.

3. Workplace Violence Zero Tolerance Policy. Approved without objection.

B. Motion to approve our 2021 New York State Annual Report for Public and Association Libraries. Approved without objection.

C. Trustee Election. Director Arielle Hessler noted that the election will be held from March 1st through March 19th. There is one place in the board to be filled, and one candidate--- Meredith Cairns, who is running for re-election. Voters must be library cardholders or be able to provide proof of Amagansett residency. Voting can be done in-person at the library, and ballots can be requested at the library, or by phone or email, and will be sent out, but must be post-marked or returned to the library by March 19th. Emailers can, in an email, say how they want to vote, and a ballot can be cast for them.

D. Review of 2023 Draft Budget. Director Arielle Hessler noted that with the increase in library usage and services, there is a need for more staffing, and that the draft budget includes making one of our part-time clerks, full-time, and hiring a reference librarian as a replacement for our archivist, Jacqueline Marks, who will be leaving the library in April.

XII. Executive Session. From 10:30 until 10:46, there was an Executive Session in which Director Arielle Hessler was included.

XIII. Approval of Regular Bills for January and February. Approved without objection.

XIV. Approval of the Personnel Report. Approved without objection.

XV. Correspondence, None.

XVI. Period for Public Expression. No one from the public was present.

XVII. Adjournment. The meeting was adjourned at 10:55 am.

Next Meeting Date: Annual Meeting on Friday, March 25, 2022, at 9:00 am, with the Regular Monthly Meeting to follow.