

AMAGANSETT FREE LIBRARY
REGULAR MONTHLY MEETING
Approved Minutes of November 18, 2022

Present: Marc Donnenfeld (President), Calandra Sheen (Vice President), Dan Mongan (Treasurer), Shari Thompson (Secretary), Arielle Hessler (Director). 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. Marc Donnenfeld moved; approved by unanimous consent.

II. Approval of Minutes from October 28, 2022 Regular Meeting. Marc Donnenfeld moved; approved, as amended, by unanimous consent.

III. Financial Report. Dan Mongan said that he had "no issue to bring to the board's attention."

IV. President's Report. Marc Donnenfeld thanked the Committee on Committees for their work (see item VIII A, below) and also thanked Arielle Hessler for having started a Toy Drive at our library in anticipation of the holiday season. The Toy Drive is on now, and will continue through December 7th.

V. Director Arielle Hessler reported that ten laptops that were ordered for our Children's and Teen departments have arrived and that software will be installed. Arielle reported further that at our last quarterly inspection, it was found that a circulator pump and hot surface ignitor needed to be replaced, at a cost of \$2,220, and that the parts should arrive by the end of this month. Also, a day after a heavy rain, there was flooding in the HVAC room, on the east side of the library, most probably from the foundation. In the spring, when the ground is no longer frozen, this will be checked.

VI. Secretary's Report. Shari Thompson noted that on Sunday, December 11th, from 4:00 to 6:00 pm, the Amagansett Village Improvement Society will sponsor "Light Up Amagansett," their annual holiday celebration and tree-lighting at the firehouse. Since there will be caroling on Main Street, starting at the firehouse and going past the library, it was agreed that as in previous years, it would be nice for the library to join the festivities by being lit up.

VII. Trustee Reports. None.

VIII. Committee Reports

A. Committee on Committees. Committee members Calandra Sheen, Dan Mongan, and Shari Thompson met with Arielle Hessler and suggested, and listed, guidelines for the board in setting up committees (ordinary and extraordinary), and for committees in conducting their work

and reporting to the board. A copy of the committee's proposed "best practices" was sent out to the board members for consideration in advance of this meeting and will be reviewed at our December meeting.

IX. Old Business

A. Policy for the Use of Videoconferencing at Public Meetings. At our December meeting, the board will vote to approve this policy, but Arielle Hessler noted that prior to the meeting, there will have to be a public hearing. It was agreed that the public hearing will take place at 9:00 am on Friday, December 16th, preceding our board meeting, just as, in March, the Annual Meeting precedes our regular monthly board meeting.

B. Annual Appeal. Arielle Hessler reported that our annual appeal is in the mail and is going to some 800 addresses outside of Amagansett as well as to all of the boxes in the Amagansett post office.

X. New Business

A. SCLS (Suffolk Cooperative Library System) Proposed FY 2023 Budget. Marc Donnenfeld moved to approve, Calandra Sheen seconded; approved by unanimous consent.

B. Bylaws and Board Trustee nominations. The board discussed a memo, prepared by Arielle Hessler, conveying our lawyers' recommendation that "the Trustees draft amendments to the existing bylaws as to trustee requirements (which can include implementing residency requirements) and/or what may constitute an excused absence" and then send such amendments to their office for review. In the discussion, various options were raised, and it was agreed that Arielle Hessler will put them in writing and will present them for further discussion at our December meeting.

XI. Approval of Regular Bills. Calandra Sheen moved, Dan Mongan seconded; approved by unanimous consent.

XII. Approval of the Personnel Report. Arielle Hessler proposed that as of November 27th, the library staff be given an increase of \$2 an hour. Noting that "the purpose of the increase is to partially offset the full cost-of-living gap in 2023," Dan Mongan moved; approved by unanimous consent.

XIII. Correspondence. None.

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

XV. Executive Session. From 10:25 until 10:35, there was an Executive Session in which Arielle Hessler was included and a personnel issue was discussed.

XVI. Adjournment. The meeting was adjourned at 10:40.

Next Meeting Date: Friday, December 16, 2022, at 9:00 am