

AMAGANSETT FREE LIBRARY  
Approved Minutes of February 24, 2023

Present: Marc Donnenfeld (President, teleconferenced), Calandra Sheen (Vice President), Dan Mongan (Treasurer), Shari Thompson (Secretary), Sadie Stephenson, Arielle Hessler (Director). The meeting---at which, with four directors present, there was a quorum---took place in the library's Community Room and was called to order at 9:05 by Vice President Calandra Sheen.

I. Approval of Agenda. Approved by unanimous consent.

II. Approval of Minutes from January 27, 2023 Regular Meeting, Approved, with one revision, by unanimous consent.

III. Financial Report. Treasurer Dan Mongan said that he had nothing to report concerning our budget, but see item VII, Trustee Reports, below.

IV. President's Report. President Marc Donnenfeld (home with a winter cold) said that he had nothing special to report.

V. Director's Report. Director Arielle Hessler noted that letters of interest and biographies from candidates for election to the library's board are due tomorrow, February 25th, and will be printed as a flyer and will be on the library's website, plus information about the election will go out by email. Voting, in person at the library or by absentee ballot, will be from March 1st through 19th, and absentee ballots must be postmarked no later than the 19th. To date, we have four candidates: One for our two-year term, and three for two three-year terms.

Arielle reported that the library has had another visit from the locksmith and that all of the library's locks have now been fixed. Arielle further reported that our summer hours will be in effect next month; as of Sunday, March 19th, the library will be open until 7:00 on Wednesdays, Thursdays, and Fridays.

Two reader services, this month, have been especially well received. Teen volunteers wrapped adult fiction books and offered library patrons a Valentine's Day-inspired "blind date with a book," and Black History Month (February) has been celebrated with a children's book display of biographies, stories, and picture books for young readers of all ages and all reading levels. And in early March, our Seed Catalog will be restocked and ready.

Arielle attended the East End Meeting of library directors yesterday, February 23rd, and will represent our library in Albany next week, on February 27th and 28, at Library Advocacy Day.

VI. Secretary's Report. Secretary Shari Thompson had nothing special to report.

VII. Trustee Reports. Treasurer Dan Mongan proposed that consideration be given to the cash, minus funds that have been earmarked for capital improvements, that the library has in reserve, and it was agreed that this will be on the agenda at our next meeting.

VIII. Committee Reports. None.

IX. Old Business

A. Trustee Election. As specified by the trustee bylaws, President Marc Donnenfeld appointed a Nominating Committee of three directors---Calandra Sheen, Dan Mongan, and Shari Thompson---to nominate officers of the board for 2023-2024. At the April monthly board meeting, the Committee will present the slate to the board, additional nominations can be made by other board members, and officers will be elected by secret ballot.

X. New Business

A. Motion to approve revised Amagansett Free Library Trustee Bylaws. Approved by unanimous consent.

B. Motion to approve the 2023 Overdrive invoice for downloadable media for the amount of \$30,432. Approved by unanimous consent.

C. Review of 2024 Budget Draft. It was agreed that we will all review the draft and that it will be on the agenda for discussion and approval at our March monthly meeting.

D. Review: Financial Policy. Director Arielle Hessler noted that the library has not had a written-out Purchasing and Procurement Policy and that she drafted this policy based on the practices of local libraries. Arielle reviewed the Financial Policy with the board, and with there being no suggestions for changes, especially from Treasurer Dan Mongan, the policy was approved by unanimous consent.

E. Discussion: Continuing Education and Tuition Assistance Policy. The policy, intended to "define and establish guidelines under which employees may receive tuition reimbursement" from the library for participation in "approved educational programs," was reviewed and approved by unanimous consent.

F. Discussion: Museum Passes. The East Hampton Library is offering their cardholders free passes to local museums, and the possibility of our doing the same was considered. (See Director's Report.) Since this is a program, it was not voted on, but all of the trustees were enthusiastic, and it was agreed that for now, our library will purchase tickets, put together an informative brochure, and issue passes on a first-come, first-serve basis. The passes will be good for three days, after which they will have to be returned, although in the future we might be able to offer passes on our website, as does the East Hampton Library.

G. It was reported that a local effort is being made to ask the Town Board, at their meeting on Tuesday, March 7th, to undertake an evaluation of the lighting on Main Street, here in town, from Indian Wells Highway to Atlantic Avenue. It was agreed that we as a board are concerned about the quality of lighting around the library and in the parking lot behind the library, and are in support of a feasibility study. Marc Donnenfeld and Sadie Stephenson, with guidance from Arielle Hessler, will draft a letter to the Town Board on behalf of the library board, and will show it to the library trustees before sending it in, in time for the March 7th meeting.

XI. Approval of Regular Bills. Approved by unanimous consent.

XII. Approval of the Personnel Report. Approved by unanimous consent. Daaimah Buffins, who has worked at the library previously, has been hired as the new Children's Librarian Trainee and will start on March 2nd.

XIII. Correspondence. None.

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

XV. Executive Session. From 10:25 to 10:59, there was an Executive Session in which Director Arielle Hessler was included and personnel matters were discussed.

After the Executive Session, Director Arielle Hessler noted that Kevin Verbesey, Director of the Suffolk County Cooperative System, will join us directly after our April monthly board meeting, at which our three new trustees will be present, for a two-hour training session.

It was suggested that we might have a breakfast, in early summer, for the library staff and trustees, as an occasion for us all to mingle and to meet Daaimah Buffins. Also to be discussed are another Open Evening at the library this summer, again in July, and taking a survey, or surveys, to get input from the community that will help us in our long-range planning.

XVI. The meeting was adjourned at 11:07.

**Next Meeting Date: Friday, March 31, at 9:00 for the Annual Meeting, with the Regular Meeting immediately to follow.**

*Afternote: Arielle subsequently reached out to Kevin. He won't be available to join us in April and so, for now, the training is scheduled for Friday, May 19th, directly following our monthly meeting, if that works for all of us. We will confirm it at our March monthly meeting. The date of the May meeting was moved up on account of Memorial Day weekend.*