

**AMAGANSETT FREE LIBRARY  
REGULAR MONTHLY MEETING  
Approved Minutes of March 31, 2023**

Present: Marc Donnenfeld (President), Calandra Sheen (Vice President), Dan Mongan (Treasurer), Shari Thompson (Secretary), Sadie Stephenson. Linda MacCracken, Barbara Hill, Arielle Hessler (Director). The meeting took place in the library's Community Room directly following the Annual Meeting, and was called to order by President Marc Donnenfeld at 9:20.

I. Approval of Agenda. Approved by unanimous consent.

II. Approval of Minutes from February 24, 2023 Regular Meeting. Approved by unanimous consent.

III. Financial Report. Dan Mongan reported that our audit has been postponed until May or June and noted that "we have a strong balance sheet" that should grow over time.

IV. President's Report. On behalf of the board, Marc Donnenfeld welcomed our new trustees, Barbara Hill and Linda MacCracken, and thanked them for volunteering to serve.

V. Director's Report (see attached). Arielle Hessler noted, in particular, that our current HVAC maintenance company has closed down; the Local History Room has a heating problem, and two small electric heaters have been purchased and are being used while we look for a new company. In addition, the roof has leaked where the old and new parts of the library building connect. Re-sealing and re-painting have been done, and it was suggested, and agreed, that the roof be looked at for potential problems. Arielle noted also that a new color laser printer has been purchased for the second floor and that a smaller color laser printer has been purchased for WIFI printing. The current WIFI printer (black and white) will be moved to the Director's office, and can be used, if needed, as a backup. The software on the library's WIFI devices has been upgraded.

Arielle reported that library staff and trustees marched with our two bear mascots, Cornelius and Angus, decked out in green, in the AmO'Gansett St. Patrick's Day parade, to cheering and applause, and that for the occasion, the library had adult books with green covers on display. For Women's History Month, our new Children's Librarian, Daaimah Buffins, put together a display of books---biographies, picture books, storybooks---for children of all ages and reading levels, and "Miss D" has planned new children's programs for April. With the arrival of spring, our seed library has sprouted, so to speak; student volunteers helped sort the packets, and members of the community have been stopping by to get seeds.

Kimberly Parry, our Head of Adult and Teen Services, participated in the Suffolk Cooperative Library System's four-part new manager's course, and on February 27-28, Arielle was in Albany with other library directors and members of library organizations, for Library Advocacy Day.

Arielle will serve on the committee planning for the celebration of East Hampton's 375th anniversary next winter.

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

VII. Trustee Reports. None.

VIII. Committee Reports

A. Nominating Committee. The Nominating Committee will meet after this meeting and will propose a slate of board officers at our April meeting. Additional nominations can be made by board members, and officers will be elected, at our April meeting, by secret ballot.

IX. Old Business

A. Financial policy. Arielle Hessler noted that accompanying the Director's Report is our financial policy with additional recommendations from the library's lawyers. It was agreed that we will give ourselves time to read the report individually and that the Finance Committee will review it with the board at a future board meeting.

X. New Business

A. Motion to approve the 2024 proposed library budget. Approved by unanimous consent. The annual library budget vote will take place at the Amagansett School on Tuesday, May 16th, from 2:00 to 8:00, and we will be asking for a tax levy increase, to be used for library materials and programs, building maintenance, and staff expenses. Arielle Hessler has put together a public notice specifying that the additional money "represents the library's response to the community's changing needs and our commitment to a robust service plan." It was then agreed that there will be an open meeting at the library on a weekday night (preferably a Monday), at which our budget will be presented and explained to the public and at which we can get feedback.

A minor working change to our recently approved Continuing Education and Tuition Assistance Plan was approved by unanimous consent.

B. Motion to override the 2024 Tax Cap Resolution. Approved by unanimous consent.

C. Motion to approve our library's 2022 New York State Annual Report for Public and Association Libraries. Approved by unanimous consent.

D. Motion to approve the Charlie & Sons Landscapes 2023 maintenance contract for our Friends garden. Approved by unanimous consent.

E. Investment policy. The Finance Committee (standing committee) was formed, to work on our investment policy.

F. Strategic plan. A Policy Committee---its members are Dan Mongan and Sadie Stephenson---was formed and will work on envisioning a long-range plan for the library. A Buildings and Grounds Committee was also formed; its members are Calandra Sheen, Linda MacCracken, and Shari Thompson. Both are standing committees.

G. Standing Committee membership for April 2023-2024:

- i. Policy Committee: Dan Mongan and Sadie Stephenson
- ii. Building and Grounds Committee: Calandra Sheen, Linda MacCracken, and Shari Thompson
- iii. Finance Committee: Marc Donnenfeld, Dan Mongan, and Barbara Hill

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

XII. Approval of the Personnel Report. Approved by unanimous consent.

XIII. Correspondence. Arielle Hessler reported that she received a note from Rona Klopman, chair of the Amagansett Citizens Advisory Committee, thanking the library for our letter in support of ACAC's effort to ask, at the Town Board meeting on March 7th, that the lighting here on Main Street be evaluated. *[Note: The Town Board has decided in favor of an evaluation.]*

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

XV. Executive Session (as necessary). There was no need for an Executive Session.

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

**Next Meeting Date: Friday, April 28, 2023, at 9:00 am.**