

AMAGANSETT FREE LIBRARY
REGULAR MONTHLY MEETING
Approved Minutes of August 25, 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 and was called to order by President Marc Donnenfeld at 9:05.

I. Approval of Agenda, Approved by unanimous consent, with the provision that there be an Executive Session (item XV).

II. Approval of Minutes from July 28, 2023 Regular Meeting. Approved, as amended, by unanimous consent.

III. Financial Report. Treasurer Dan Mongan reported that "everything is pretty much on track."

IV. President's Report. President Marc Donnenfeld noted that "the staff has been taking care of things with great concern and awareness."

V. Director's Report. Director Arielle Hessler reported that she will be attending the Long Island University Library Administration System Advanced Certificate Program, a two-and-a-half-year, five-course joint program with LIU and the Suffolk Cooperative Library System. The program is highly regarded for its practical instruction on library management and administration.

Arielle reported that a rainstorm on August 10th caused minor flooding in the HVAC and outside hallway. The leak was from an unused pipe, and was fixed from the exterior. A draining system on the east side of the property will need to be installed to redirect water pressure from the building. The library will also explore reimagining the HVAC room and equipment in the future, as it is aging.

Arielle reported also that our third and last Local Focus event, with The Retreat, on August 18th, "was an inspirational collaboration" that was well attended and "fostered a sense of kinship," and that our Menstrual Health Drive, which ended on August 20th, was a "wonderful success," with patrons donating 60 packages of menstrual products, equaling over 2,500 individual products, that will be given to Hamptons Community Outreach and distributed to women in need.

On Saturday, August 12th, four teens represented our library in the Suffolk County Battle of the Books competition in Hauppauge. Arielle noted that while we did not place, "our team did an excellent job and were able to meet and talk with teens across Suffolk County who love reading as much as they do."

Our second annual Summer Reading Program has just been completed, with 25 adults, 10 teens, and 78 children participating, and our second annual Flower Fairy Parade, on August 23rd, in the late afternoon, attracted many families with young children who, all dressed up, marched from the library to Amber Waves, where they enjoyed flower-themed activities.

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

VII. Trustee Reports. None of the trustees had anything special to report.

VIII. Committee Reports

A. Policy. In the Director's Report, Arielle Hessler noted that the committee worked with the library's legal counsel and herself on updating the Time Off and Benefits sections of our Employee Handbook (pages 15-16 and 38-39).

B. Finance. Chair Dan Mongan reported that he and committee members Marc Donnenfeld and Barbara Hill met on July 25th and drafted an Investment Policy, copies of which were included in the trustees' packet for this meeting. The draft will be reviewed at our September monthly board meeting.

C. Building and Grounds. Committee members Calandra Sheen (Chair), Linda MacCracken, and Shari Thompson met with Arielle and discussed the cleanup and maintenance of the HVAC room, the timeline and priorities for replacing the library's HVAC system, and ways to direct the water flow away from the library's eastern foundation wall. The committee recommended that estimates be gotten for designing and installing a new HVAC system in 2023-2024, that we apply for a New York State Library Construction Grant if we can meet the September 15th deadline, and that we work with the library's landscaper, Charlie & Sons, on a drainage system for the lawn east of the library. (See item V, Director's Report, above.)

IX. Old Business

A. Motion to approve the Investment Policy. The Investment Policy will be on the agenda and will be voted on at our September monthly board meeting.

B. Long-Range Planning Discussion: Community Partnerships. The Policy Committee will be leading discussions each month on different aspects of our past and future Long-Range Plan. August's discussion focused on "Community Partnerships." The board identified current and potential relationships the library can foster for the Policy Committee and Library Director to consider in drafting the new Long-Range Plan.

X. New Business

A. Motion to approve the revised Nursing Mothers in the Workplace Policy in the Employee Handbook. Approved by unanimous consent.

B. Motion to approve revised Time Off and Benefits in the Employee Handbook, to be effective as of January 1, 2024. Approved by unanimous consent.

C. Motion to approve the Continuing Education-Tuition Assistance application of the Library Director. (See item V, Director's Report, above.) Approved by unanimous consent.

D. Discuss HVAC system. (See Director's Report, item V, and Building and Grounds Committee Report, item VIII-C, above.) Motion to approve applying for a New York State Library Construction Grant to aid in an HVAC renovation was approved by unanimous consent.

E. Discuss September and December monthly board meeting dates. Motion to keep the September 29th and December 15th meeting dates, but change the time to 5:00 pm. Approved by unanimous consent.

XI. Regular Bills for July and August. Approved by unanimous consent.

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

XIII. Correspondence. None.

XIV. Period for Public Expression. Our guest, Bob Vanni, who was the attorney for the New York Public Library and whom Shari Thompson invited to sit in on this meeting, commented that our meeting was "impressive and well-run," whereupon, with the Executive Session about to start, he excused himself

XV. Executive Session (as necessary)

A. Personnel. From 10:40 to 11:00, there was an Executive Session in which Director Arielle Hessler was included. A personnel matter, and also a matter involving a library patron, were discussed.

XVI. Adjournment. The meeting was adjourned at 11:03.

Next Meeting Date: Friday, September 29, 2023, at 5:00 pm