

AMAGANSETT FREE LIBRARY  
REGULAR MONTHLY MEETING  
Approved Minutes of July 28, 2023

Present: Marc Donnenfeld (President), Dan Mongan (Treasurer), Shari Thompson (Secretary), Sadie Stephenson, 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 9:03.

I. Approval of Agenda. Approved by unanimous consent.

II. Approval of Minutes from June 23, 2023 Regular Meeting. Approved, as amended, by unanimous consent.

III. Financial Report. Treasurer Dan Mongan reported on the recent meeting of the Finance Committee (see item VIII, B), and Director Arielle Hessler noted that our expenses for programs and books might exceed the amount earmarked in this year's budget but that we are overall under budget for this point in the year.

IV. President's Report. President Marc Donnenfeld had nothing special to report.

V. Director's Report. Director Arielle Hessler reported that two student pages have been hired and will work until mid-August and that we have two new teen volunteers who are assisting with programs, such as Baby Playtime, and with drop-in chess classes. Arielle noted that the library's Menstrual Health Donation Drive, in support of Hamptons Community Outreach, is ongoing through August 20th and was featured in an article in the East Hampton Star. Arielle noted also that the second event in our Local Focus series, in which we are collaborating with Amber Waves, featured the South Fork Bakery. This was last week, on July 21st, and our next event in the series, on August 18th, will highlight The Retreat.

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

VII. Trustee Reports. Barbara Hill reported on the library's second Summer Open Evening on Friday, July 7th. It was suggested that next year the event be moved back to a Thursday, and weather permitting, that it be held outdoors on the library lawn amidst the Friends of the Library garden.

VIII. Committee Reports

A. Policy. Committee Chair Sadie Stephenson reported that she and our other committee member, Dan Mongan, and Director Arielle Hessler met right after our June board meeting and discussed updates to the library's Meeting Room Policy, our policy respecting holiday pay, and devising a "plan of service." Sadie noted that we need to be aware of what other libraries are doing; many people who use our library think that we're under the same "umbrella" as other local libraries.

B. Finance. Committee Chair Dan Mongan reported that he and our two other committee members, Marc Donnenfeld and Barbara Hill, and Director Arielle Hessler met on July 25th and discussed the drafting of an investment policy that would follow applicable law and regulations

and would be comparable to other local libraries. Also discussed were the future needs of our library's reserve funds and a resolution, which would be evaluated and approved every year at our Annual Meeting in March, that would divide our reserve funds for specific purposes. It was agreed that these issues will be on the agenda at our August meeting, after consultation with the library's lawyers. It was also discussed that following approval of an investment policy, the committee will propose to the board one or more prudent investments for a special portion of the library's funds on hand.

C. Building and Grounds, This committee did not meet during the past month.

IX. Old Business. None.

X. New Business

A. Motion to approve the W & G (Weber & Grahm) HVAC contract. The board considered comments from our lawyers and held the view that it is appropriate to enter into the contract without changes. A vote was taken, with all in favor and none opposed.

B. Motion to approve the Revised Meeting (Community) Room Policy. Director Arielle Hessler noted that she has created an application form, to give us more information about what an applicant has in mind, and to spell out, for the applicant, our library's guidelines and requirements. The trustees discussed the proposed revised Meeting Room Policy and confirmed that no exchange of money may occur in any capacity by outside groups using the library's Meeting Room space. Also, it was noted that only Amagansett library cardholders can book the Meeting Room. A vote was taken to approve the revised policy, with all in favor and none opposed.

C. Investment Policy. This will be on the agenda at our August board meeting.

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

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

XIII. Correspondence. None.

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

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

XVI. Adjournment. The meeting was adjourned at 10:05.

**Next Meeting Date: Friday, August 25, 2023, at 9:00 am.**