

AMAGANSETT FREE LIBRARY
REGULAR MONTHLY MEETING
Approved Minutes of September 29, 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 5:03 pm.

I. Approval of Agenda. Approved by unanimous consent, with the provision that there was no need for an Executive Session (item XV).

II. Approval of Minutes from August 25, 2023 Regular Meeting. Approved, as amended, by unanimous consent.

III. Financial Report. Treasurer Dan Mongan said that he had no individual items to call to the board's attention.

IV. President's Report. President Marc Donnenfeld and Director Arielle Hessler reported that the library will have a display of banned books for Banned Books Week (October 1st - 7th).

V. Director's Report. Director Arielle Hessler noted that winter hours (Mondays - Saturdays, 10:00 am - 5:00 pm, and Sundays, 1:00 - 4:00 pm) will start on Wednesday, November 1st. It was suggested that next year, winter hours begin in October, since there's been a drop in attendance after 5:00 pm.

Arielle reported that the library staff had an end-of-summer meeting on September 14th, at which our new policies were reviewed, and that our Children's Librarian Coordinator, Daaimah Buffins, having been on leave, has returned and has been happily welcomed back by our staff and patrons.

Arielle further reported that the HVAC room has been cleaned after last month's flooding, two condenser pumps have been replaced, and "all equipment is now running appropriately," but that the system is aging and needs to be replaced and we have applied for a New York State Construction grant (see item X, B). On the exterior of the building, three new security cameras are being installed to monitor the entrances and exits, and two additional cameras are being installed inside the library as well. The new cameras will be on the same system that we have now. "The safety of our patrons and staff is paramount, and these additional cameras will help the library protect our users."

Arielle noted that Kanopy is changing their model from credits to tickets, to more accurately reflect how libraries are charged for different types of items. Most items will "cost" two or four tickets, to reflect how much the library is being billed per view, at \$2.00 or \$4.00. Patrons now get 15 credits to use every month, and as of November 1st, will have 14 tickets to use each month.

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

VII. Trustee Reports. None.

VIII. Committee Reports

A. Policy. The Policy Committee did not meet in the past month.

B. Finance Committee. Chair Dan Mongan reported that the Investment Policy, drafted by him and committee members Marc Donnenfeld and Barbara Hill and distributed to the board at last month's meeting, has been reviewed by the library's lawyer. He and Marc noted that it is a "first step" and will evolve over time, and Barbara posed the question as to whether the brokerage account agreement would suffice for the purposes of the "custodial agreement" required by the Investment Policy. Arielle Hessler will ask other local libraries that have brokerage accounts, to determine if the language is sufficient.

C. Buildings and Grounds. The committee did not meet in the past month.

IX. Old Business

A. Motion to approve the Investment Policy. Approved by unanimous consent.

A motion was made for "Treasurer Dan Mongan and Director Arielle Hessler to open an M&T brokerage account on behalf of the Amagansett Free Library, subject to the Investment Policy, and with authority to purchase a six (6)-month treasury bill in the amount of \$100,000." Approved by unanimous consent.

A resolution was then proposed for the dedication of the library's reserve funds as follows: (a) 50% of the reserve funds, or a minimum of \$500,000, for anticipated building maintenance, improvements, and capital expenditures; (b) 35% of the reserve funds, or a minimum of \$250,000, for an Emergency Fund; and (c) 15% of the reserve funds, or a maximum of \$200,000, to be set aside for investment opportunities. Approved by unanimous consent.

X. New Business

A. Board meeting dates and library holidays for the 2024 calendar year. Copies of the 2024 library calendar were distributed to the trustees. No changes were suggested.

B. Motion to approve the New York State Building Grant Application. Arielle Hessler reported that we were able to get an estimate from Weber & Grahn for the HVAC replacement and meet the September 15th application deadline. The library has asked for \$136,750 (50% of the estimated cost of \$273,500), for which we would be reimbursed. The Suffolk Coopersaive Library System's Construction Aid Advisory Committee is recommending to the state that we be awarded \$109,250. We are one of 21 libraries that the SCLS is recommending for a grant, to be given out of expected library construction funds for 2024. This could change when the state's final budget for next year is set, and we will have a final decision next fall.

C. Annual Appeal Discussion. Our Board President, Marc Donnenfeld, will draft a letter that will go out to all of the Amagansett post-office boxholders and to the names on our mailing list. It was agreed that this year the library's logo, at the top of the letter, will be replaced with a drawing of the library building.

D. Long-range Planning Discussion: Programs. This month's discussion, introduced by Policy Committee Chair Sadie Stephenson, focused on ways for the library to provide educational and entertaining programs for all age groups in the greater Amagansett community. The programming activities that were envisioned can be taken into consideration by the Policy Committee and the Library Director in drafting the library's Long-Range Plan. Included in the discussion was the need for affordable housing for library staff.

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

XII. Approval of the Personnel Report. There were no changes.

XIII. Correspondence. Director Arielle Hessler reported that Salvatore Tocci, who taught a series of Introduction to Italian classes at the library, sent an email noting "how helpful" Kimberly Parry, our Head of Adult and Teen Services, has been. "She has made sure that everything is in place when I arrive," and "everything has proceeded smoothly and just as I had hoped."

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. The meeting was adjourned at 6:40 pm.

Next Meeting Date: Friday, October 27, 2023 at 9:00 am