

AMAGANSETT FREE LIBRARY
REGULAR MONTHLY MEETING
Approved Minutes of January 26, 2024

Present: Marc Donnenfeld (President), Calandra Sheen (Vice President), Dan Mongan (Treasurer), Shari Thompson (Secretary), Barbara Hill, Linda MacCracken, David Nugent, Arielle Hessler (Director). Also present: Marie Zazzi. The meeting took place in the library's Community Room and was called to order at 9:03 by President Marc Donnenfeld.

I. Approval of Agenda. Approved by unanimous consent.

II. Approval of Minutes from December 15, 2023 Regular Meeting. Approved by unanimous consent.

III. Financial Report. Treasurer Dan Mongan and Director Arielle Hessler reviewed the budget creation process, and noted that the initial proposed budget will be presented at the February meeting. The proposed budget must be approved by the March meeting to be included on the school's ballot in May. It was further noted that we finished 2023 with a surplus; however, last year's financials will not be final until after our annual audit.

Arielle reported that the library received a generous bequest of \$9,753.31, for which we are most grateful, from Eleanor Whitmore.

IV. President's Report. President Marc Donnenfeld expressed appreciation for the support that the library received from the community in response to our Annual Appeal and thanked Director Arielle Hessler and the library's staff for "a very good year."

V. Director's Report. Director Arielle Hessler reported that the library's staff are in the midst of annual performance reviews and that to create more space for new items, the Young Adult and Adult Mystery collections have been weeded and the Adult Nonfiction weeding is nearing completion. Items that have not been taken out for several years, or that are outdated, are weeded. Arielle further reported that Dan's Papers' podcast, this month, featured an interview with her and that the library's mystery book club, the Nail Biters Book Group, will have their monthly meetings at the Bonfire coffeehouse, a short walk east of the library, beginning next Wednesday, January 31st, from 4:00 to 5:00.

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

VII. Trustee Reports. None.

VIII. Committee Reports. There were no committee meetings this month.

IX. Old Business

A. Notary Policy. The library's Notary Public Service Policy was approved by unanimous consent.

B. Annual Appeal. Director Arielle Hessler reported that our Annual Appeal has been very successful, with \$41,207.02 contributed by 103 donors.

X. New Business

A. The board welcomed our new trustee, David Nugent, whom we appointed, at our December meeting, to serve out the remainder of the term that had been held by Sadie Stephenson. David's term is effective until our 2024 Annual Meeting on March 22nd, and he can, if he wishes, run in our library trustee election.

B. 2025 Budget Process and Timeline. See Financial Report (item III), above.

C. 2024 Amagansett Library Trustee Election. This year there will be three terms of three years and one term of one year to be filled. Amagansett Library cardholders who reside in the Amagansett Union Free District are eligible to vote, and eligible voters who can commit to monthly board meetings and would like to be candidates are requested to submit a letter of interest and a biography by February 16th. Each candidate can decide whether to run for a one-year or a three-year term.

There will be in-person voting at the library on March 15th, 16th, and 17th. Beginning February 26th, voters can request, by mail or by phone, a mail-in ballot. At our February meeting, the board will be presented with a sample ballot to approve. Ballots will be counted before the Annual Meeting and will be ratified by the board at the Annual Meeting.

D. Long-Range Planning Discussion: Public Relations and Marketing. The board reviewed the current Long-Range Plan for Marketing and discussed ways in which more can be done to increase awareness and usage of our collections and services. Among the ideas that were raised were merchandising, issuing an annual newsletter.

E. Tuition Assistance Application, Children's Services Coordinator. Director Arielle Hessler reported that our Children's Services Coordinator, Daaimah Lyon, has applied for tuition assistance for one spring semester undergraduate course. Approved by unanimous consent.

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

XII. Approval of the Personnel Report. See item XV, Executive Session.

XIII. Correspondence. None.

XIV. Period for Public Expression. Marie Zazzi, a longtime Amagansett resident and user of our library who sat in on this meeting, told the board that growing up, "I have always loved going to the library to get books, and I wish that for every child," and expressed appreciation for "the support and enthusiasm that everyone at the Amagansett Library offers." Marie then excused herself as the board went into Executive Session.

XV. Executive Session. From 10:15 to 10:25 there was an Executive Session in which Director Arielle Hessler was included and in which a personnel matter was discussed. At the conclusion of the session, the Personnel Report was approved by unanimous consent.

XVI. Adjournment. The meeting was adjourned at 10:28.

Next Meeting Date: Friday, February 23, 2024, at 9:00 am