

AMAGANSETT FREE LIBRARY  
REGULAR MONTHLY MEETING  
Corrected Approved Minutes of December 15, 2023

Present: Marc Donnenfeld (President), Calandra Sheen (Vice President), Dan Mongan (Treasurer), Shari Thompson (Secretary), Linda MacCracken, 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. Approved of Agenda. Approved by unanimous consent.

II. Approval of Minutes from November 17, 2023 Regular Meeting. Approved by unanimous consent.

III. Financial Report. Treasurer Dan Mongan had nothing special to report.

IV. President's Report. President Marc Donnenfeld wished the board and the library's staff a festive and happy holiday season and thanked them for "a lovely year."

V. Director's Report. Director Arielle Hessler noted that this month, the Adult Department is having "a cozy winter book display" and that the Children's Department has on display inclusive holiday-themed books. This year, in all departments, the library will have a Winter Reading Club starting on December 22nd and running through February 24th.

Arielle reported that the library's annual appeal has, to date, brought in \$9,208 from some 50 donors and that the library's Toy Drive, this season, was a great success.

Arielle reported also that as of December 1st, across Suffolk County, Libby/Overdrive users with expired library cards, or with unpaid fines of more than \$100, will be directed to contact their home libraries to renew or resolve their cards. Cards expire after three years. Our library is giving a six-month courtesy extension to patrons who contact us about an expired card, and upon proof of current residency, cards will be renewed for the full three years.

Arielle further reported that just today she attended a meeting of the Suffolk Cooperative Library System's quarterly directors' meeting.

VI. Secretary's Report. Secretary Shari Thompson, who serves on the board of the Amagansett Village Improvement Society, noted that AVIS's annual holiday celebration and tree-lighting will take place this coming Sunday from 4:00 to 5:30 at the firehouse here in town. It's free, and all are welcome.

VII. Trustee Reports. Dan Mongan reported that a property of about two acres, behind the public parking lot, has been bought by the Town with the intention of using 30% of it for additional parking and 70%, for recreation---e.g., a park, playground, pavilion/gazebo. In the discussion that followed, it was agreed that we need to consider the effect(s) on the library, the potential for the area to be used for outdoor library events, and the needs of the community.

VIII. Committee Reports

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

B. Finance Committee did not meet during the past month.

C. The Building and Grounds Committee met to discuss the first steps toward replacing the library's HVAC system and determining our building's future needs. Committee Chair Calandra Sheen and Director Arielle Hessler reported that the committee recommends hiring a firm for an updated full building assessment to guide the HVAC and future projects. The committee further recommends that after the assessment, a project manager be hired to oversee the HVAC project. Arielle will start the process in the new year.

IX. Old Business. None.

X. New Business

A. Motion to approve the auditing services of Baldessari & Coster, the library's accountants, for the year 2023. Approved by unanimous consent.

B. Motion to approve the elevator maintenance contract with Noble Elevator Company, Inc. for the year 2024. Approved by unanimous consent.

C. Notary policy. Discussion of improvements to a proposed notary public service policy to be presented at the January board meeting.

D. Long-Range Planning Discussion: Children's Services. The board discussed ideas for enhancing our programs and offerings for children and families.

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

XII. Approval of the Personnel Report. There were no changes. Approved by unanimous consent.

XIII. Correspondence.

The director and board received an email requesting "a public menorah lighting on the library's property on Main Street." The board affirmed the library's commitment to no religious decorations for any holiday, year round.

Arielle reported also that Kitty Merrill, Administrator of the East Hampton Food Pantry, wrote to Kimberly Parry, our Adult and Teen Services Librarian, thanking her and the library for making the pantry the beneficiary of our Great Giveback community service initiative, and for our help with the Canva website, enabling them to make flyers. "We're super-grateful to you."

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

XV. Executive Session. From 6:15 to 6:40, there was an Executive Session for the purpose of addressing a board issue and a personnel issue and for the first part of which Director Arielle Hessler was included. After the session was adjourned, the following resolution and motion were proposed and were approved by unanimous consent:

BE IT RESOLVED that the Board of Trustees of the Amagansett Free Library hereby appoints David Nugent to serve as a Trustee of the Library for the balance of the unexpired term previously held by Sadie Stephenson, effective January 26, 2024 through the March 22, 2024 Annual Meeting.

MOTION: For Director Arielle Hessler to be given a salary increase consistent with the raises that had been given to the other library staff this year. The board thanked Arielle for her excellent leadership and her dedication.

XVI. Adjournment. With a flurry of "happy holidays!," the meeting was adjourned at 6:55.

**Next Meeting Date: Friday, January 26, 2024, at 9:00 am**