

**Floyd Memorial Library**  
**Board of Trustees Meeting**  
**Monday, February 6, 2023**

- I. 6:12 Meeting called to order.
  - A. Emily, Peter, Miriam Buffy, Brenna (Vicky as the Director)
  - B. Rosemary and Diane via Zoom
  
- II. **Approval of 12/2022 Minutes**
  - A. Cannot approve minutes at this time. Will vote on them in March.
  
- III. **New Board Member**
  - A. Tom Byrne is interested in joining the board. Has presented his bio.
    1. Miriam nominated; Buffy seconds. All present in favor.
    2. After Buffy leaves we will need another member in order to keep an odd number.
  
- IV. **Treasurer's Reports 12/22 and 1/23**
  - A. Money received from school districts and has been deposited into accounts.
    1. Peter to move a few hundred thousand (250K) from operating into an investment (CD account) to earn some interest.
    2. Buffy suggests moving money into a 3 month CD. Buffy will assist Miriam as the signer with the transfer.
    3. Money ideally will get returned to accounts by May to help pay the bills in May/June.
    4. Under 500K in operating budget. There was a lot of money spent in January which was likely due to Tom's vacation payout.
    5. Check with Laurie about when the other CD comes due (March/April) we have to determine if/where that money should be moved in order to cover expenses if needed.
    6. Peter noticed a difference in insurance for previous staff. Roughly a difference of 1k per month. Should we look into this?
      - a) Vicky will follow up with Tom.
    7. Peter's statement: We have a good amount of money in our investment account plus the other CD, roughly about 600K available. We will be looking at spending more money as we discuss the budget. Need to live within our tax-payer allotted budget- how do we work within our budget.
      - a) Still waiting on the second installment from the Bleich (sp?) estate, roughly \$27K
    8. Have about 500K to get us through June. If expenses from January are representative of monthly expenses we may need to pull from our investment account.
    9. Pilot payment received from Orient School District for LIPA (a bit over 2.5K). Expecting a check from Greenport School District (2.7Kish).
    10. Miriam moved to accept the report. Tom second. Everyone agreed.

**V. Public Comment**

- A. No public comment

**VI. Presentations by Christopher Bianchi and Ian Fluery for patron computer upgrades, Adult Reading Room redesign, Local History Room project.**

A. Adult Reading Room

1. Interest is to make more space for new computers.
  - a) All current computers are running outdated programs.
2. Ideal timeline for installation is roughly 2-2.5 months.
3. Addition of 6 computers in the reading room (available for longer use).
4. Addition of 2 computers in the lobby (standing desk for quick use).
  - a) Patrons complaining about use of laptops due to size, and facility of use.
5. Pricing: Approximately \$6,500 total for 8 computers and best desks
  - a) Desk A- \$184 (not best appeal for space)
  - b) Desk B- \$500 (real wood, better looking and will last longer)
  - c) Eight Computers - \$4,728
6. In the Technology and Computing Budget there is roughly 9K available which could cover the cost of the project.
  - a) This project will consume a large amount of the Tech Budget. Is the board willing to cover expenses if needed for emergency fixes?
  - b) We need the final number on the cost of the servers.
    - (1) Current servers were purchased in 2008. Running older programs which are unsupported.
    - (2) Ballpark expense for the server is around \$3500 but likely less.
  - c) Could we ask the Friends to cover all or a portion of the project expense?
  - d) Going forward expenses would be primarily the cost of the software licensing (annual expense).

B. History Room Proposal

1. Total budget required roughly \$2K
2. What is the timeline for buying and installing resources?
  - a) Likely begin in June/July due to the management of the space.
3. Computer and desk added to room (already in Library)
4. Long Island Library Resources Council Digitization (LILRCD) one time fee of \$235 after which we would be able to upload tens of thousands of digital files.
  - a) Digitization would be able to work with other institutions throughout the NOFO to further develop locally based digitization projects; offering services to patrons;

5. Start an Oral History Program in Greenport. Budget included for microphones.
6. How would the History Room be monitored?
  - a) Room is normally locked and requires admission by a staff member.
  - b) Possibility to set up appointments and bring materials to be processed over time.
  - c) We would be the only Library on the North Fork and possibly the South Fork having this equipment.
- C. Ask Ian to hold off on implementing this project right away, knowing that the Board supports the project and looks forward to the ideas brought forth by the new Director. The plan must involve an electrician.
  1. We should wait to find out if the Friends organization could donate all or part of the money.
  2. All reorganization plans should be discussed in conjunction with each other.
  3. Ok with the 15 minute standing desks/computers only at this time.
- D. Will vote on Local History Room budget line request during Budget discussion.

**VII. Art Curator Salary Increase Request**

- A. We are voting to add the Curator position to the 2023-2024 budget subject to budget approval

**VIII. Communications**

- A. Roz Dimon donated \$250 to the Library
- B. Carolyn Tamin donated \$25 and sent a note

**IX. Interim Director's Report**

- A. Bird in the building was managed. Issue with a hole in the soffits and the entrance area. All holes have been temporarily patched.
- B. A podium has been requested because the current one is wobbly and not large enough for speakers.
- C. A larger refrigerator was requested.
- D. Ian has been going to Peconic Landing to offer tech services. Laurie and Vicky trying to establish how/when/how much PL should be paying.
  1. Vicky believes Ian should get a portion of this stipend.
    - a) Board will vote on this once we have a better understanding of the money being paid.
- E. Transferring Sick Time:
  1. The board supports staff sharing their sick leave with caution.
- F. Staff Appreciation:
  1. Provide tickets/passes for events/places.
    - a) Gift Certificates - IGA/Amazon

- b) Movie Tickets, Show Tickets, Brewery Tour, Hour of Bowling, Flowers,
  - c) Board provides a discretionary fund to the director to be used each month (maybe around \$100). This would come from donation money or reserves, not school money. This will be decided with the new director.
  - d) In the meantime the board will provide.
- 2. The Friends would like to support staff with lunch.
  - 3. Board would like to host a staff appreciation day during the year.

## **X. Committee Reports**

### **A. Budget & Finance (Sacks, Hartmann, Leveille, Mulvaney)**

- 1. Budget lines need to be adjusted to be balanced.
- 2. Will increase the reserves in the budget so that the revenue and expenses will be balanced.
- 3. Peter motioned to approve, Emily seconded. Approved.
- 4. Can revisit in March

### **B. Building & Grounds (Riehl, Hartman, Mulvaney)**

- 1. Waiting on estimates from Elijo for the garden
  - a) Diane reached out to Elijo but did not hear back on the bid.
- 2. Share vision with new director
- 3. Need to address deterioration in front of the building
- 4. Will review the constraints of the grant to determine how funds can be spent.

### **C. Long Range Planning (Smith, Mulvaney)**

- 1. Will plan for a meeting to strategize.

### **D. Policy and Publicity (Foster, Leveille, Smith, Mulvaney)**

- 1. Exit interview policy immediately after they give notice.
- 2. Brenna, Miriam and Emily will find time to meet.

### **E. Personnel (Gabriel, Mulvaney)**

- 1. Vicky to offer Michael full time starting immediately. Miriam moved to vote. Peter seconded.
- 2. Look for a second part time person.
- 3. A representative of the Friends will attend every meeting. They will be on the beginning.

## **XI. Unfinished Business**

- A. Waiting on final payment from Estate of Ann Bleich
- B. Adjusting Board meeting schedule. Meet every other month with the interim month being available for committees to meet. Committees would provide a report in advance of each meeting.
  - 1. This would start after the new director is hired.

- C. Library Strategic Plan
- D. Extended WiFi liability - Emily is following up on this.
- E. Upgrading of lighting in community room/support for arts programming
- F. Request for April 2023 Wedding- Michelle Richter

**XII. New Business**

- A. Audit Review and Report by Nawrocki Smith (Move Up)
  - 1. Will have to be next month.

**XIII. Executive Session**

- A. Personnel Request- Art Exhibits Curator

**XIV. Adjourn**

- A. Next Meeting, Monday, March 6, 2023 in the Community Room. This is the annual budget hearing.