**Town of East Hampton**

**Library Advisory Board**

**Organizational Meeting**

**Monday, August 1, 2016, 6:00 P.M.**

**East Hampton Public Library Community Room**

Minutes

**Present:** Melissa Jones, Amy Ordonez, Cynthia Shirshac, Jack Solomon, Sue Berescik (Library Director), Michael Maniscalco (Town Manager)

**Absent:** Victoria Fielding, Nancy Selavka

**1.Call to Order & Welcome – Town Manager:** Mr. Maniscalco called the meeting to order at 6:00 P.M. His remarks included thanks to the Board.

**2. Introduction/Background/Interests of Members & Staff:** Members of the Board made introductions. Ms. Berescik is Mr. Maniscalco’s designee and as an ex officio member does not have voting rights but can speak at the table.

**3. Nomination and Election of Chairperson:** *Ms. Jones nominated Ms. Ordonez as Chairperson. This was seconded by Mr. Solomon. Voted 4-0 in favor.*

**4. Nomination and Election of Vice Chairperson:** *Mr. Solomon nominated Ms. Shirshac as Vice Chairperson; Ms. Jones seconded. Voted 4-0 in favor.*

**5. Discussion of Rules of Procedure:** *Mr. Solomon moved to adopt Robert’s Rules of Procedure; Ms. Shirshac seconded. Voted 4-0 in favor.*

Discussion included a simplified version of Robert’s Rules that can be found online or in an abridged book version.

**6. Consideration of Regular Meeting Dates:** *Mr. Solomon moved and Ms. Jones seconded to hold meetings on the second Monday of each month at 6:30 P.M. Voted 4-0 in favor.*

**7. General Discussion of Duties & Responsibilities/Review of Ordinance:** Ms. Jones asked if there were any liabilities as Board members to which Mr. Maniscalco replied that there were not. The staggering of appointments was discussed along with the process of reappointment and replacement of a resigned member. The ordinance itself and how it was drafted was discussed.

Also discussed were what some members and staff were hoping to achieve with the Board, such as re-branding of the library, input on policies and plans, acquainting themselves with library issues and budget, possible programming needs, materials acquisition, the public’s desires for the library, and public awareness. The Friends of the Library program was talked about along with possible growth and utilization of that group.

Ms. Berescik will provide materials for a presentation during the September meeting that will include data and comparisons on the library with other towns in the area and other economically similar towns, the portion of the Plan of Conservation and Development that applies to the library, budget information, and a list of things that the library would like to accomplish along with any other material Ms. Berescik finds applicable.

**8. Adjournment:** *Mr. Solomon moved to adjourn the meeting at 6:43 P.M.; Ms. Shirshac seconded. Voted 4-0 in favor.*

Respectfully submitted,

Eliza LoPresti

Recording Clerk