

**MINUTES OF THE REGULAR MEETING OF THE  
HAMPTON BAYS LIBRARY BOARD OF TRUSTEES**

**May 6, 2014**

President O'Keefe called the meeting to order at 7:04 pm.

Present: R. Carpenter, L. Clemensen, G. Daly, R. King, A. Wilding, and S. LaVista. Absent: D. Zimmerman.

Motion by A. Wilding, seconded by G. Daly to adopt the agenda. 6/0/0

**Public Comment Period – None**

**Approval of Minutes**

Motion by L. Clemensen seconded by A. Wilding to accept the minutes of the April 1, 2014 regular meeting of the Board of Trustees as amended. 6/0/0

**Correspondence**

A letter from the Bierlein Estate regarding a bequest to the library in the amount of \$100,000 in his memory.

A letter from Deanna Walker thanking the library for homebound services for her mother.

A letter from Fred Thiele expressing support for libraries.

**Treasurers Report**

Motion L. Clemensen seconded by G. Daly to approve the Operating Fund schedule of claims dated 5/6/2014 in the amount of \$59,367.07 for check numbers 21348-21433. 6/0/0

Motion R. King seconded by G. Daly to approve listed prepays in the amount of \$30,118.76 for check numbers 21332-21347. 6/0/0

Motion A. Wilding seconded by G. Daly to approve the payroll dated 4/11/14 in the amount of \$46,814.97, payroll dated 4/25/2014 in the amount of \$40,449.39. 6/0/0

Motion R. Carpenter seconded by A. Wilding to approve the financial reports for May 2014. 6/0/0.

There was discussion on how check detail matches up to the monthly budget. It was resolved that the previous month's check detail matches the current month's budget report. There was discussion regarding the building repair line and the likelihood of having enough money in the line to fund repairs on our property list. S. LaVista will look into this.

**Directors Report**

- Interviews are in progress to fill the open FT position in Reference. There are several Spanish speaking candidates.
- The Children's dept. now includes segments of Spanish programming.
- A grant for a 3-D printer station is pending.
- Library votes throughout the county to date have passed with large margins.
- Page Ian Fleury was awarded the BEST award for service to a library by a teen.
- A dividend check was received from Utica.
- Macy's is sponsoring a book donation program called Be Book Smart, to benefit local libraries.

- Representatives from the Costa Rican embassy provided assistance to residents in filing passport applications and renewals.
- Disaster readiness policies will be reviewed.
- Replacement chairs are needed for the lower program room.
- Meetings attended were reported.

### **Committee Reports**

- Bylaws and Policy – Meeting to be scheduled.
- Buildings & Grounds - The committee met, the Board reviewed the Facility Assessment book, and focused on what was completed and what still needs to be done.
- Friends – Need a more active membership to support the core group of officers.
- Finance and Capital Endowment – The 2015 Proposed Budget was reviewed. Tax cap calculation was discussed. A budget proposal will be set at the June meeting.
- Nominations and Personnel – No meeting
- Publicity – none.
- Strategic Planning –Meeting to be scheduled.

### **Unfinished Business** None

### **New Business**

Motion R. Carpenter seconded by A. Wilding to approve the change of status of Ted Bruns from Regular Part Time to Permanent Part Time as of March 2014. 6/0/0

Motion G. Daly seconded by R. King to approve the change of status for Lonna Theiling from Permanent Part Time to Regular Part Time as of March 1, 2014. 6/0/0

Motion A. Wilding seconded by L. Clemensen to approve the change of status of Jennifer Scorey-Voght from Permanent Part Time to Regular Part Time as of March 2014. 6/0/0

Motion R. King seconded by A. Wilding to approve the disposal of obsolete items as listed. 6/0/0

### **Executive Session** - None

### **Adjournment**

The meeting was adjourned at 9:17 pm.

Respectfully submitted by Lars Clemensen