

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

**July 1, 2014**

President O'Keefe called the meeting to order at 7:02 pm.

Present: R. Carpenter, L. Clemensen, G. Daly, R. King, M. O'Keefe, A. Wilding, D. Zimmerman and S. LaVista.

Motion by R. Carpenter, seconded by D. Zimmerman to adopt the agenda. 6/0/0

**Public Comment Period – None**

**Approval of Minutes**

Motion by A. Wilding seconded by R. King to accept the minutes of the June 3rd, 2014 regular meeting of the Board of Trustees as corrected. 6/0/1 G. Daly abstained.

**Correspondence**

A letter was received from Jessica Mills from HBMS to Theresa Owens regarding the successful partnership between the library and school.

A letter was received from Senator Ken LaValle regarding a \$3,000 grant.

Letters were received from auditors Baldessari & Coster, and SCLS re policy updates.

**Treasurers Report**

Motion L. Clemensen seconded by A. Wilding to approve the Operating Fund schedule of claims dated 7/1/2014 in the amount of \$49,562.51 for check numbers 21529-21609.

Motion G. Daly seconded by D. Zimmerman to approve listed prepays in the amount of \$20,303.15 for check numbers 21513-21528

Motion R. Carpenter seconded by A. Wilding to approve the payroll dated 6/6/14 in the amount of \$42,884.54 and payroll dated 6/20/14 in the amount of \$44,336.74

Motion R. King seconded by D. Zimmerman to approve the financial reports for July 2014.

**Directors Report**

- The board was given a “tour” of the new website, which is close to launch date.
- The new banner and logo will be used on library cards, business cards etc as stock runs out.
- Survey results are starting to come in.
- Susan revised the Friends membership newsletter. The bookstore manager has been added to the library's payroll per the auditor's recommendation. Requests for funding for the Summer Reading Clubs were submitted to the Friends.
- Carpet cleaning is to be scheduled.
- Susan is looking into new chairs for the lower program room.
- Meetings attended were reported.

**Committee Reports**

- Bylaws and Policy – Meeting to be scheduled.

- Buildings & Grounds – Did not meet. We are still looking for a dependable “handyman” contractor. Grace will forward contact info.
- Friends – Met 6/23. Membership was discussed.
- Finance and Capital Endowment – Did not meet.
- Nominations and Personnel – Did not meet.
- Publicity – No report
- Strategic Planning – Did not meet.

**Unfinished Business** None

**New Business**

Motion A. Wilding seconded by D. Zimmerman to approve the hiring of part time page Caelin Schult on 6/23/14

Motion L. Clemensen seconded by A. Wilding to approve the change of status of PT librarian Christine Fitzgerald to permanent part time as of 6/1/2014.

**Executive Session** - None

**Adjournment**

The meeting was adjourned at 8:24 pm.

Respectfully submitted by Lars Clemensen