

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

**SEPTEMBER 2, 2014**

President O'Keefe called the meeting to order at 7:06 pm.

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

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

**Public Comment Period** – None

**Approval of Minutes**

Motion by D. Zimmerman seconded by G. Daly to accept the minutes of the August 5th, 2014 regular meeting of the Board of Trustees as corrected. 6/0/0.

**Correspondence** - none

**Treasurers Report**

Motion R. King seconded by A. Wilding to approve the Operating Fund schedule of claims dated 9/2/2014 in the amount of \$40,068.46 for check numbers 21730-21801. 6/0/0

Motion R. Carpenter seconded by D. Zimmerman to approve listed prepays in the amount of \$23,728.59 for check numbers 21719-21729. 6/0/0

Motion A. Wilding seconded by G. Daly to approve the payroll dated 8/1 in the amount of \$42,922.42 payroll dated 8/15 in the amount of \$42,913.38, and payroll dated 8/29/14 in the amount of \$42,589.84. 6/0/0

Motion G. Daly seconded by R. Carpenter to approve the financial reports for September 2014. 6/0/0

**Directors Report**

- Carpets were cleaned. Lower program room carpet is in poor condition; replacement should be considered.
- Susan reported that the budget results were strongly in favor: 166 yes to 25 no.
- Susan reported that a poll of libraries showed that 5 of 35 that responded charge a fee for program room use. Hampton Bays might consider a fee for artists and exercise classes.
- On August 13, Eugene Francolini, attorney and executor of the Bierlein estate, presented a check in the amount of \$100,000 to Madeline O'Keefe. A press release will be sent out.
- Susan and Anne Wilding met to discuss a program for staff on cultural awareness, which will take place on Staff Development Day.
- A patron tripped on a raised section of sidewalk and broke her shoulder. Susan contacted the insurance company.
- Susan reported complaints about patrons stopping in front of the main entrance, blocking through traffic and making it difficult for parked cars to leave.
- Meetings attended were reported.

**Committee Reports**

- Bylaws and Policy – Met to discuss adding a policy on Open meetings law, and revisions to Code of Ethics, Anti-Nepotism, and Payment of unapproved Bill policies. Susan will contact the library’s attorney for his input.
- Buildings & Grounds – Met to review landscaping proposals. Susan will revise the RFP and ask contractors to resubmit a more uniform proposal for ease of comparison. Two contractors have responded to recent solicitation. Sample chairs for consideration for lower program room should be delivered soon.
- Friends – Meeting was very positive with 9 new active members. An author’s luncheon was suggested as a fundraiser. A new Treasurer is training with Susan. The new Bookstore manager is doing an excellent job.
- Finance and Capital Endowment – No meeting.
- Nominations and Personnel – No meeting.
- Publicity – No report
- Strategic Planning – Meeting to be scheduled.

**Unfinished Business** None

**New Business**

Motion M. O’Keefe, seconded by A. Wilding to plan and execute a Staff Development Day for all staff and to close the library for a day to be determined. 6/0/0

**Executive Session**

The Board entered executive session at 9:10 to discuss the Director’s annual evaluation and exited at 9:40.

**Adjournment**

The meeting was adjourned at 9:40 pm.  
Respectfully submitted by Grace Daly