

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

OCTOBER 4, 2014

President O'Keefe called the meeting to order at 7:01 pm.

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

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

Public Comment - None

Approval of Minutes

Motion D. Zimmerman seconded by G. Daly to accept the minutes of the 9/2/2014 Regular Meeting of the Board of Trustees. 6/0/0.

Correspondence:

- A letter and a check for \$100 were received from the Hampton Bays Beautification Association thanking the Library for the use of the meeting room.
- A letter was received from the Stella & Charles Guttman Foundation informing the Library that the annual grant will be \$2,500.
- An anonymous letter was received from a patron about a program.

Treasurers Report

Motion R. Carpenter seconded by L. Clemensen to approve the Operating Fund schedule of claims dated 10/07/2014 in the amount of \$61,880.25 for check numbers 21829-21924. 6/0/0

Motion D. Zimmerman seconded by G. Daly to approve listed prepays in the amount of \$183,742.31 for check numbers 21802-21828. 6/0/0

Motion R. King seconded by G. Daly to approve the payroll dated 9/12/14 in the amount of \$42,100.81 payroll dated 9/26/14 in the amount of \$42,405.34. 6/0/0

Motion L. Clemensen seconded by D. Zimmerman to approve the financial reports for October 2014. 6/0/0

Directors Report

- Susan reported that a few libraries charge a room-use fee and those are generally for after hours use.
- New information on legal issues including the tax cap and tax cap rebates was discussed.
- The Not For Profit Revitalization Act and policy mandates were discussed. Sample policies are pending from SCLS.
- The SCLS 2015 draft budget and the budget hearing schedule were presented.
- The PALS 2015 draft budget was presented.
- The fee for Live-brary downloads was discussed. The increase is tied into usage which has increased significantly according to statistics provided.
- Recent incidents and requests for security video were discussed. Policy to be considered.

- The revised Resource Sharing Code, which outlines rules for county-wide sharing of library resources, was presented.
- Preliminary results of the summer survey were discussed. 135 Patrons responded. Final tally forthcoming.
- Meetings attended were reported.

Committee Reports

- Bylaws and Policy – Sample policies pending from SCLS.
- Buildings & Grounds/Strategic Planning – Met on 9/8 and 9/22. Discussion on creating more space by reconfiguring existing space. Focus group meetings were discussed. The committee was given a tour of the entire building including non-public areas. Funding was discussed. Grant money may be available through the NYS Construction Grant program. Three staff meetings were scheduled with Board members to be present to lead discussions on space needs and space planning.
- Friends – Met 9/22. Carol Mitchell discussed a possible fundraising author event; it was not decided whether it would be for adults or children.
- Finance and Capital Endowment – No meeting.
- Nominations and Personnel – Met on 10/2 regarding the Library Director’s annual evaluation.
- Publicity – A press release was sent out for the \$100,000 bequest.
- Strategic Planning – See Buildings & Grounds.

Unfinished Business None

New Business

Motion L. Clemensen seconded by D. Zimmerman to approve the added status of clerk for Melissa Wilson as of 9/20/14. 6/0/0

Motion L. Clemensen seconded by M. O’Keefe to purchase up to 75 chairs of the KI Strive model, final price to be confirmed pending fabric choice. 6/0/0

Motion R. King seconded by R. Carpenter to adopt the proposed Resource Sharing Code Amendments. 6/0/0

Executive Session

Motion R. Carpenter seconded by L. Clemensen to go into executive session at 9:19 pm to discuss personnel.

Motion R. King seconded by M. O’Keefe to exit Executive Session at 9:34 pm.

Adjournment

The meeting was adjourned at 9:34 pm.

Respectfully submitted by Lars Clemensen