

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

NOVEMBER 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, A. Wilding, D. Zimmerman and S. LaVista.

Motion by L. Clemensen, seconded by G. Daly to adopt the agenda. 7/0/0

Public Comment - None

Approval of Minutes

Motion G. Daly seconded by R. King to accept the minutes of the 10/07/2014 Regular Meeting of the Board of Trustees. 7/0/0.

Correspondence:

- A note from a patron praising librarian Rita Alfano for computer and tech support.
- A thank you note from a patron re: Book a Librarian program and praise for librarians Rita Alfano and Ted Bruns.
- A phone call from a patron re: support for her developmentally handicapped daughter and the kindness of staff.

Treasurers Report

Motion D. Zimmerman seconded by A. Wilding to approve the Operating Fund schedule of claims dated 11/04/2014 in the amount of \$59,207.86 for check numbers 21943-22020. 7/0/0

There was discussion regarding reimbursements to staff and whether this is the best way to pay for program supplies and other misc. expenses.

Motion L. Clemensen seconded by R. King to approve listed prepays in the amount of \$25,774.48 for check numbers 21925-21942. 7/0/0

Motion R. Carpenter seconded by A. Wilding to approve the payroll dated 10/10/14 in the amount of \$42,977.40 payroll dated 10/24/14 in the amount of \$42,955.27. 7/0/0

Motion A. Wilding seconded by M. O'Keefe to approve the financial reports for November 2014. 7/0/0

Directors Report

- New signs on shelves for easier location of collections
- New tween programs are now offered and are shared by both children's and teen departments.
- Susan suggested revisions to some lines of the 2015 budget to reflect actual spending patterns of the last few years.
- Repairs still pending for teen office ceiling, railing in main stairwell, water fountain.
- Library visits with Trustees were reported.

- Susan reported on meetings regarding new information on the tax cap, rebates to tax payers and a new government efficiency mandate that will require all taxing entities to find a way to save 1% of the budget through new shared services.
- Recent staff charrettes were discussed.
- Meetings attended were reported.

Committee Reports

- Bylaws and Policy – No report.
- Buildings & Grounds – Quote pending from Macro Digital for new camera at SW corner of property, a Knox Box (lock box) is to be installed on the outside of the building for emergency access for the fire department, landscape proposals were reviewed.
- Finance and Capital Endowment – No report.
- Friends – Met 10/27. A new goal is to increase awareness of the Friends by having a representative at their sponsored programs & events, as well as applications to join the Friends at events.
- Nominations and Personnel – No report.
- Publicity – No report.
- Strategic Planning – Staff charrettes went well with tremendous feedback around secure storage and quiet office space. Discussion took place about study room usage, supply storage, and office space. Also discussed were library tours and comparison. Discussion about the possibility of regular staff days. The Board reviewed the Facility Assessment to determine the total cost to address all red line items.

Unfinished Business None

New Business

Motion R. King seconded by L. Clemensen to approve the resignation of Megan Margino as of 5/1/20/14. 7/0/0

Motion L. Clemensen seconded by M. O’Keefe to approve the PALS 2015 draft budget and a quarterly increase of \$75. 7/0/0

Motion R. Carpenter seconded by D. Zimmerman to award the landscaping contract to HWL for the 2015 calendar year. 7/0/0

Motion L. Clemensen seconded by M. O’Keefe to authorize the director to contact Sandpebble to pursue completion of outstanding exterior “red” designation items in the 9/23/13 Facility Assessment. 7/0/0

Motion G. Daly seconded by A. Wilding to authorize the director to solicit proposals from regional library space planners.

Executive Session

Motion R. King seconded by M. O’Keefe to go into executive session at 9:40 pm to discuss personnel.

Motion R. King seconded by M. O’Keefe to exit Executive Session at 10:50 pm.

Adjournment

The meeting was adjourned at 10:51 pm.

Respectfully submitted by Lars Clemensen