

**MINUTES OF THE REGULAR MEETING OF THE
HAMPTON BAYS LIBRARY BOARD OF TRUSTEES
DECEMBER 2, 2014**

I. CALL TO ORDER

President O'Keefe called the meeting to order at 7:09 pm.

Members Present: Carpenter, Clemensen, Daly, King, O'Keefe, Wilding, Zimmerman, LaVista.

II. PLEDGE OF ALLEGIANCE

III. ADOPTION OF THE AGENDA

The agenda was adopted, as amended, to include a New Business item. Wilding/Daly 7/0/0

IV. PUBLIC COMMENT

No public comment

V. APPROVAL OF MINUTES

The minutes of the November 4, 2014 Regular Business Meeting of the Board of Trustees were accepted. Wilding/Daly 7/0/0

VI. CORRESPONDENCE

- a. Linda A. in gratitude for newly reconfigured workspace.
- b. Christine Stowe, appreciative of library services, suggested a Chess Club
- c. Theresa Owens, two positive letters about Teen Services (coding and Animal Shelter fundraiser)

VII. TREASURER'S REPORT

- a. Approved the Operating Fund schedule of claims dated 12/02/2014 in the amount of \$31,068.41 for check numbers 22031-22093, excluding 22068 in the amount of \$2,530.00.
Zimmerman/Wilding 7/0/0
- b. Approved the listed prepays in the amount of \$18,083.11 for check numbers 22021-22030.
King/Clemensen 7/0/0
- c. Approved the payroll dated 11/07/14 in the amount of \$43,422.11 payroll dated 11/21/14 in the amount of \$42,141.72. Daly/Wilding 7/0/0
- d. Approved the financial reports for December 2014. Clemensen/Wilding 7/0/0

VIII. DIRECTOR'S REPORT

- a. 2014 Bullet Aid received
- b. Staff evaluations to be scheduled
- c. Building Progress
 - a. New Reference Office
 - b. Tech Services Move
 - c. Children's Storage
 - d. Removal of discarded equipment/books
- d. Water Fountain removed for refitting
- e. Exterior holiday directions going up this week
- f. New receipt printer in Reference Department
- g. Fire Alarm
- h. Patron complaint
- i. Annual Meeting and dinner review
- j. Review of Director Meetings for November

IX. COMMITTEE REPORTS

1. **Bylaws & Policy:** no meeting
2. **Buildings & Grounds:** no meeting, but discussion of Teen Office Ceiling repair (pending). A discussion was held regarding security camera-enhancement proposal.
3. **Finance & Capital Endowment:** no meeting
4. **Friends of the Library:** meeting held on 11/24
5. **Nominations & Personnel:** no meeting
6. **Publicity:** no meeting
7. **Strategic Planning:** no meeting

X. OLD BUSINESS

No old business to discuss.

XI. NEW BUSINESS

Approved the hiring of part-time custodian Yancy Martinez effective 10/25/14. King/Wilding 7/0/0

Approved the hiring of part-time librarian Kyle Fichtner effective 11/25/14. Clemensen/Zimmerman 7/0/0

Approved the resignation of part-time librarian Steven Alcalde effective 11/06/14. Daly/King 7/0/0

Approved the proposed Telecommunications contact renewal for an annual cost not to exceed \$10,860. Clemensen/King 7/0/0

Approved the SCLS-proposed Live-brary downloads proposal for 2015 at a cost of \$18,916. Wilding/Daly 7/0/0

Accepted the proposal from Macro Digital for 1 exterior and 2 interior security cameras at the cost of \$3,966 which includes labor and configuration. King/Zimmerman 7/0/0

A discussion regarding the 2015 Budget was held about specific budget lines and a possible reallocation of amounts based on trends in spending.

A discussion was had regarding interested Space Planners; decision is pending.

A discussion regarding planning for the Staff Professional Development Day was had.

XII. EXECUTIVE SESSION

No Executive Session was held.

XIII. ADJOURNMENT

The meeting was adjourned at 9:30pm.

Respectfully submitted by Lars Clemensen, Secretary
12/2/14