

**MINUTES OF THE REGULAR MEETING OF THE  
HAMPTON BAYS LIBRARY BOARD OF TRUSTEES  
JANUARY 6, 2015**

**I. CALL TO ORDER**

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

Members Present: Carpenter, Daly, King, Zimmerman, LaVista. Absent: Clemensen, Wilding

**II. PLEDGE OF ALLEGIANCE**

**III. ADOPTION OF THE AGENDA**

The agenda was adopted. Daly/Zimmerman 5/0/0

**IV. PUBLIC COMMENT**

No public comment

**V. APPROVAL OF MINUTES**

The minutes of the December 2nd, 2014 Regular Business Meeting of the Board of Trustees were accepted. Carpenter/Daly 5/0/0

**VI. CORRESPONDENCE**

No Correspondence

**VII. TREASURER'S REPORT**

- a. The Operating Fund schedule of claims dated 1/6/2015 in the amount of \$25,991.32 for check numbers 22154-22192 were approved. Zimmerman/King 5/0/0
- b. The listed prepays in the amount of \$51,415.00 for check numbers 22094-22153 were approved. Zimmerman/Daly 5/0/0
- c. The payrolls dated 12/05/2014 in the amount of \$42,523.32, 12/19/2014 in the amount of \$43,982.31 and 1/2/2015 in the amount of \$43,132.76 were approved. O'Keefe/Zimmerman. 5/0/0
- d. The financial reports for January 2015 were approved. Carpenter/Daly 5/0/0

**VIII. DIRECTOR'S REPORT**

- a. Follow-up from December meeting:
  1. Wire transfer fee was reversed.
  2. The current bond will be paid off in 2019.
  3. As a result of a county-wide consolidation of loan rules, the 3-week loan period was eliminated. The new 2-week loan period allows for more renewals.
- b. Progress report:
  1. Reference office: In progress-to be completed soon.
  2. Tech Services & Ref offices: Proposal for blinds pending.
  3. Circ office: Privacy barrier pending.
  4. Library records: A schedule for organizing older documents for retention or discard is pending.
  5. Boiler inspection is incomplete pending updated certificate of insurance.
  6. Teen office repairs complete.

- c. New landscape company: Proposal for pesticide applications is pending.
- d. Holiday decoration: Discussion was had re secular vs. religious displays.
- e. Update on Staff development day: Morning program is still in development. EAP will provide a program after lunch, and the rest of the day will be spent on projects.
- f. An incident regarding a lost/stolen flash drive containing sensitive information was reported.
- g. The transition to the new circulation system went smoothly and staff reports it to be user-friendly.
- h. Theresa Owens reported that the highly successful fundraising program to benefit the SH Animal Shelter was featured on the NYLA website.
- i. Meetings attended were reported.

#### **IX. COMMITTEE REPORTS**

- a. **Bylaws & Policy:** no meeting
- b. **Buildings & Grounds:** no meeting
- c. **Finance & Capital Endowment:** no meeting
- d. **Friends of the Library:** meeting held on 12/22
- e. **Nominations & Personnel:** no meeting
- f. **Publicity:** no report
- g. **Strategic Planning:** no meeting

#### **X. OLD BUSINESS**

No old business to discuss.

#### **XI. NEW BUSINESS**

- a. Approved the resignation of Part-time Clerk Maureen Sullivan effective December 31, 2014. O'Keefe/Zimmerman 5/0/0
- b. Approved the resignation of Part-time Librarian Kimberly Zettwock effective January 1, 2015. Carpenter/King 5/0/0
- c. Approved the change of status for Librarian Ted Bruns from Regular part-time to Part time effective January 1, 2015. Carpenter/Zimmerman 5/0/0
- d. Approved the change of status for Clerk Katie Raynor from Regular part-time to Part time effective January 5, 2015. Daly/O'Keefe 5/0/0
- e. Approved the change of status for Clerk Donna Valle from Part time to Regular part-time effective January 15, 2015. Carpenter/King 5/0/0
- f. Approved the list of obsolete and broken items for disposal. Carpenter/O'Keefe 5/0/0
- g. Approved the proposal from AR Kropp for new tables for the 2 main program rooms for a total of \$4,027.17 Carpenter/Daly 5/0/0
- h. Adopted the proposed revisions to the 2015 budget. O'Keefe/Daly 5/0/0

#### **XII. EXECUTIVE SESSION**

No Executive Session was held.

#### **XIII. ADJOURNMENT**

The meeting was adjourned at 9:27pm.

Respectfully submitted by Grace Daly