

**MINUTES OF THE REGULAR MEETING OF THE
HAMPTON BAYS LIBRARY BOARD OF TRUSTEES
FEBRUARY 3, 2015**

I. CALL TO ORDER

Vice President O'Keefe called the meeting to order at 7:03am.

Members Present: Mr. Zimmerman, Mr. Clemensen, Mrs. O'Keefe, Mrs. Wilding, Mrs. LaVista

Members Absent: Mrs. Daly, Mrs. Carpenter, Mrs. King

II. PLEDGE OF ALLEGIANCE

III. ADOPTION OF THE AGENDA

The agenda was adopted, as amended, to include a New Business item. Wilding/Zimmerman 4/0/0

IV. PUBLIC COMMENT

There was no public comment.

V. APPROVAL OF MINUTES

The minutes of the January 6, 2015 Regular Business Meeting and the minutes of the Organizational Meeting of the Board of Trustees were accepted. Zimmerman/Wilding 4/0/0

VI. CORRESPONDENCE

a. Church of St. Rosalie - Thank you for food donation from "Food for Fines."

b. Hannah Ritter of Foster Avenue - Thank you for the addition of the Pilates classes.

VII. TREASURER'S REPORT

a. Approved the Operating Fund schedule of claims dated 2/4/2015 in the amount of \$23,849.21 for check numbers 22204-22265. Clemensen/Wilding 4/0/0

b. Approved the listed prepays in the amount of \$17,588.85 for check numbers 22193-22203. O'Keefe/Wilding 4/0/0

c. Approved the payroll dated 1/16/15 in the amount of \$46,357.82 and the payroll dated 1/30/15 in the amount of \$44,296.35. Wilding/O'Keefe 4/0/0

d. Approved the financial reports for February 2015 and the revised financial report for January 2015. Clemensen/O'Keefe 4/0/0

VIII. DIRECTOR'S REPORT

a. Broken lock replaced at the Ponquogue Avenue entrance.

b. Lower level program room AV system failing.

c. Tax cap filing and tax freeze filing complete.

d. Government efficiency plan in progress via SCLS.

e. Snow closings: 1/14 at 2pm; 1/27 all day; 1/28 delayed opening at 2pm.

f. Snow removal

g. Reviewed January meetings: Sandpebble, President of the Trustees, Staff Meeting, PALS, Xerox

IX. COMMITTEE REPORTS

a. Bylaws & Policy: Need a meeting within the next month to discuss Conflict of Interest and Whistleblower policies for possible adoption.

b. Buildings & Grounds: no meeting

c. Finance & Capital Endowment: no meeting

d. Friends of the Library: meeting cancelled

e. Nominations & Personnel: no meeting

f. Publicity: Teen Department mentioned in the Friends and Neighbors

g. Strategic Planning: no meeting

X. OLD BUSINESS

- a. Boiler Insurance - item completed.
- b. Reference Office - almost nearly done, awaiting window treatments.
- c. Records Retention Policy will be based on South Huntington. A goal for Winter/Spring 2015.

XI. NEW BUSINESS

Presentation: Paul Clinton from Sandpebble presented a proposal that includes the response matrix from Staff Charrettes. The Board held a discussion regarding the January 12, 2015 proposal for Sandpebble to work on a preliminary analysis of the staff feedback. This proposal develops solutions and corresponding budgets for this work, at a cost not to exceed \$21,000.

Approved the Sandpebble proposal dated January 12, 2015 for project management in an amount not to exceed \$21,000. Wilding/Zimmerman 4/0/0

Approved the re-hiring of part-time librarian Jill Foster effective 1/26/15. Clemensen/Wilding 4/0/0

Approved the proposal from Design Audio Visual in the amount of \$8,585 for a replacement AV system for the lower program room. Wilding/Clemensen 4/0/0

Approved the proposal from We'll Floor U for blinds for the Tech Service office and the new Reference Office. Clemensen/Wilding 4/0/0

XII. EXECUTIVE SESSION

No Executive Session was held.

XIII. ADJOURNMENT

The meeting was adjourned at 9:05pm.

Respectfully submitted by Lars Clemensen, Secretary on February 3, 2015.