

**MINUTES OF THE REGULAR MEETING OF THE
HAMPTON BAYS LIBRARY BOARD OF TRUSTEES
April 7, 2015**

I. CALL TO ORDER

President King called the meeting to order at 7:00pm.

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

II. PLEDGE OF ALLEGIANCE

III. ADOPTION OF THE AGENDA

The agenda was adopted. O'Keefe/Wilding 6/0/0

IV. PUBLIC COMMENT

There was no public comment.

V. APPROVAL OF MINUTES

The minutes of March 10th Regular Meeting were accepted as amended. Wilding/O'Keefe 6/0/0

The minutes of the March 20th Meeting of the Strategic Planning Committee were accepted.

Zimmerman/King 6/0/0

VI. CORRESPONDENCE

a. Canasta players voiced displeasure about conflicts with their room assignments. The Director responded and apologized for the problem.

b. A young patron expressed gratitude for the yoga classes.

VII. TREASURER'S REPORT

a. Approved the Operating Fund schedule of claims dated 4/7/2015 in the amount of \$46,223.58 for check numbers 22376-22460. Carpenter/O'Keefe 6/0/0

b. Approved the listed prepays in the amount of \$59,784.34 for check numbers 22357-22375. Daly/King 6/0/0

c. Approved the payroll dated 3/13/15 in the amount of \$48,559.69 and the payroll dated 3/27/15 in the amount of 42,381.97. Zimmerman/Wilding 6/0/0

d. Approved the financial reports for April 2015. O'Keefe/Wilding 6/0/0

VIII. DIRECTOR'S REPORT

a. Department reports will be included regularly.

b. The Library will not be permitted to participate in the Governor's Efficiency Plan because we pierced the tax cap in 2015.

c. The year-end audit and statistical reports are complete.

d. An incident in the Teen Dept regarding the theft of collectible cards was resolved through mediation at the HB Middle School.

e. The Back-flow Prevention inspection passed.

f. The new AV system was installed in the lower level program room.

g. New e-resources to be implemented soon include Drivers Ed practice exams and ESL courses.

h. Information about the upcoming Charrette was announced to the Friends of the Library, the Civic Assoc., HBBA, the Lions and Rotary clubs, and other community groups. Flyers and bookmarks are posted throughout the library and are being distributed to patrons.

i. Staff evaluations will be rescheduled, and going forward will be scheduled in November, to be completed before the year-end.

IX. COMMITTEE REPORTS

a. Bylaws & Policy: Meeting scheduled for April 17.

b. Buildings & Grounds: no meeting

- c. Finance & Capital Endowment: Budget meeting to be scheduled.
- d. Friends of the Library: March meeting was poorly attended and there was no quorum. Group discussed upcoming charrette and agreed to use the Friends email group to publicize the charrette. The author luncheon was discussed; planning is underway.
- e. Nominations & Personnel: no meeting
- f. Publicity: Article in SH Press
- g. Strategic Planning: Minutes attached.

X. OLD BUSINESS

Staff Development Day was discussed. Feedback from staff was mixed. Future Staff Development Days will be planned with input from staff. Efforts to work with the Latino Community should be included in staff reports.

XI. NEW BUSINESS

- a. Approve the Hiring of Jarline Duran, pt adult page, effective 3/23/20.
Zimmerman/Wilding 6/0/0
- b. Approve the Resignation of Kelly Sheridan, ft children's librarian, effective 3/6/2015.
O'Keefe/Zimmerman 6/0/0
- c. Approve the Resignation of Dave Whitman, adult dept pt page, effective 3/30/15.
Wilding/King 6/0/0
- d. Approve the Change of status of Christine Fitzgerald from pt librarian to ft children's librarian effective 4/1/2015. O'Keefe/Zimmerman 6/0/0
- e. Accept the Annual Audit for 2014 as prepared by auditors Baldessari & Coster.
- f. Accept the Annual State Report for 2014. Carpenter/King 6/0/0
- g. Approve the change of Sunday pay rate from double time to time and a half effective June 1, 2015. O'Keefe/Daly 6/0/0

XII. EXECUTIVE SESSION

No Executive Session was held.

XIII. ADJOURNMENT

The meeting was adjourned at 9:30pm.

Respectfully submitted by Anne Wilding.