

**MINUTES OF THE REGULAR MEETING OF THE
HAMPTON BAYS LIBRARY BOARD OF TRUSTEES
May 5, 2015**

As amended

CALL TO ORDER

President King called the meeting to order at 7:03pm.

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

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA

The agenda was adopted. Wilding/Zimmerman, 7/0/0

PUBLIC COMMENT

1. Jackie Dunn (Teens), Christine Fitzgerald (Children's), Vickie Drescher (Reference) spoke to the Board regarding the need for a security guard.

APPROVAL OF MINUTES

The minutes of April 7th Regular Meeting were accepted as amended to reflect that Mrs. Wilding recorded the minutes. O'Keefe/Zimmerman, 7/0/0

CORRESPONDENCE

1. Letter from A. Holden regarding departure of employee, K. Sheridan.
2. Letter from K. Billingham, owner of "The Yoga House" regarding library Yoga Programs.

TREASURER'S REPORT

1. Approved the Operating Fund Schedule of Claims dated 5/5/15 totaling \$58,528.55 for check numbers 22480-22554. O'Keefe/Wilding, 7/0/0
2. Approval of listed prepays totaling \$30,816.56 for check numbers 22461-22479. Clemensen/O'Keefe 7/0/0
3. Approval of payrolls dated 4/10/15 totaling \$40,373.21 and 4/24/15 totaling \$42,335.11. Wilding/Daly 7/0/0
4. Approval of the May 2015 Financial Reports. Clemensen/Wilding, 7/0/0

DIRECTOR'S REPORT

1. Department reports were received and reviewed by the Board.
2. Program Use was discussed; some rooms are locked during non-official use because of materials in there.
3. A discussion was had regarding incidents in the library and a need to have a security/supervision presence.
4. Discussion of Adult Programming and Reference change as a result of staff departure (V. Drescher). The recommendation will be to have Donna (Circulation Clerk) to take over Vickie's programming responsibilities and work on the Circulation Desk, as well.
5. Discussion of various repairs taking place throughout the building - structural, equipment, and IT infrastructure (Verizon, IT, phone system programming).
6. On-Site Job Recruitment - Catholic Charities would like to conduct a job fair recruitment on a specific date because they missed the Job Fair. The Board agreed with the Director's recommendation to allow the organization to have a card table in the lobby for this purpose.
7. A dividend check was received from Utica.
8. A patron had made an online donation to the Library through SCLS.
9. The Annual LI Library Conference will be attended by Mary Ann, Christine, and Susan.
10. A list of the April Meetings by Mrs. LaVista reviewed.

11. A new staffing model for building maintenance and management is being considered to help relieve the Director's Office from the more operational tasks needed day-to-day.

COMMITTEE REPORTS

1. Bylaws & Policy: Mrs. King asked the Policy Committee to consider by the Fall the "Meeting Room Use" Policy. The committee did meet on April 27 to review policies which are being recommended to night for action. Discussed the policies related to Payment of Bills (new), Prepayment of Unapproved Bills (revised), Petty Cash Management (revised), and Open Meetings (new).
2. Buildings & Grounds: did not meet; email sent by Mr. Zimmerman today re: grounds inspection (landscaping).
3. Finance & Capital Endowment: The committee met today, 5/5 and will meet again on 5/21 and 5/29 to prepare a budget proposal for consideration at the June meeting.
4. Friends of the Library: The Friends met on April 27. An agenda and minutes were provided and the Wish List was considered.
5. Nominations & Personnel: no meeting was held.
6. Publicity: notice of the Southampton Press article.
7. Strategic Planning: a meeting will be scheduled to review the results of the next charrettes.

OLD BUSINESS

1. Victor Conseco from Sandpebble called in to discuss the results of the charrette and how to move forward with the work on the bond-related project. The Board considered the proposal, dated 5/5/15, about continuing the relationship with Sandpebble for continued planning on the bond-related infrastructure work and will consider accepting the proposal under "New Business."

NEW BUSINESS

1. Approve the Hiring of Domenico Pensa, PT Adult page, effective 4/21/15. O'Keefe/Wilding 7/0/0
2. Approve the Resignation of Vicki Drescher, FT librarian/adult program coordinator, effective 6/2/15. Wilding/Clemensen, 7/0/0
3. Approve the Change of Status of Donna Valle, from PT clerk to FT clerk/adult program coordinator, effective 6/1/15. O'Keefe/Wilding, 7/0/0
4. Approve the Added Status of PT Clerk for page Jocelyn Schult, effective 3/30/15. O'Keefe/Wilding, 7/0/0
5. Approve the Added Status of PT Clerk for page Rosa Yanes, effective 3/26/15. Zimmerman/Daly, 7/0/0
6. Approve the Added Status of PT Clerk for page Ian Fleury, effective 5/2/15. O'Keefe/Wilding, 7/0/0
7. Adoption of the new Payment of Bills policy. Clemensen/Wilding, 7/0/0
8. Adoption of the revised Prepayment of Bills policy. O'Keefe/Carpenter, 7/0/0
9. Adoption of the revised Petty Cash policy. Carpenter/Wilding, 7/0/0
10. Adoption of the new Open Meetings policy. Wilding/O'Keefe, 7/0/0
11. Adoption of the Sandpebble proposal dated 5/5/15 titled "Project Management Services" in the amount of \$29,960 to continue the work related to upgrades and maintenance to the building. O'Keefe/King, 7/0/0
12. The Board reviewed the first draft proposal of the 2016 Budget at the Public Meeting.
13. A discussion was held regarding the Memorial Brick Program; this terrace should be considered in a potential Bond Project. The Board decided to postpone the Memorial Brick Program until the Bond Project Scope takes more shape. Clemensen/King, 7/0/0
14. Mrs. LaVista proposed a "Library Yard Sale" at a date TBD in the future when the Bond Project begins to move forward.

EXECUTIVE SESSION

No Executive Session was held.

ADJOURNMENT

The meeting was adjourned at 10:12pm.

Respectfully submitted by Lars Clemensen, Secretary.