

**MINUTES OF THE REGULAR MEETING OF THE
HAMPTON BAYS LIBRARY BOARD OF TRUSTEES
June 2, 2015**

CALL TO ORDER

President King called the meeting to order at 7:01pm.

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

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA

1. The agenda was adopted. O'Keefe//Zimmerman, 7/0/0

PUBLIC COMMENT

1. There was no public comment.

APPROVAL OF MINUTES

1. The minutes of May 5th Regular Meeting were accepted as amended. O'Keefe/Daly, 7/0/0
2. The minutes of May 20th Regular Meeting were accepted. Carpenter/O'Keefe, 7/0/0
3. The minutes of May 29th Regular Meeting were accepted. Daly/Wilding, 7/0/0

CORRESPONDENCE

1. A letter was received from the Estate of Helen Gould, detailing a bequest to the Library.
2. A letter was received regarding the one-month suspension of a patron.
3. A letter and certificate of recognition was received from PERMA regarding the library having no workers' compensation claims for the previous policy year.

TREASURER'S REPORT

1. Approval of the Operating Fund Schedule of Claims dated 6/2/15 totaling \$78,965.09 for checks 22576-22656. Zimmerman/Wilding, 7/0/0
2. Approval of listed prepays totaling \$21,909.85 for checks 22562-22575. Zimmerman/Clemensen 7/0/0
3. Approval of payrolls dated 5/8/15 for \$40,961.50 and 5/22/15 for \$41,257.47. O'Keefe/Wilding 7/0/0
4. Approval of the June 2015 Financial Reports. Carpenter/Wilding, 7/0/0

DIRECTOR'S REPORT

1. Review of Department Reports.
2. Discussion about Program Room use related to artists and exercise classes.
3. Repairs and Contractors: Thermal Solutions for servicing, light fixtures, and new condenser unit.
4. Staff meetings with Sandpebble will take place over the next month with more specificity to planning.
5. New server installed.
6. Xerox copiers lease agreement.
7. New staff and library email will be enacted using a Google Corporate account.
8. Friends' Luncheon - Tuesday, July 14 at Oakland's.

COMMITTEE REPORTS

1. Bylaws & Policy: met 5/20/15 to discuss Program Room Use and the implementation of an administrative fee of 10% of monthly receipts. The same was considered regarding Artists using the space and any pieces sold.
2. Buildings & Grounds: committee members met to discuss mulching around the perimeter. A proposal is pending.
3. Finance & Capital Endowment: met 5/20/15 and 5/29/15 to create the 2016 Budget Proposal.
4. Friends of the Library: met 5/18/15 and the group is very active. The luncheon is planned for July 14.

5. Nominations & Personnel: Mrs. King's term ends on December 31, 2015 and a posting will need to be put in the newsletter.
6. Publicity: no report.
7. Strategic Planning: no report.

OLD BUSINESS

NEW BUSINESS

1. The Personnel Report was reviewed and one termination was noted.
2. Adoption of the Program Administration Fees policy, to collect a 10% administrative fee to exercise classes and other for-profit groups or individuals that provide classes in a model similar to exercise classes, as written, effective 9/1/15. O'Keefe/Carpenter 7/0/0
3. Adoption of the proposed policy to request a 10% donation from artists that sell art as a result of using the library's display space, effective 9/1/15. Clemensen/Wilding 7/0/0
4. Adoption of the 2016 revised budget proposal. Clemensen/O'Keefe 7/0/0
5. On the chance that the Tax Levy Limit, as noted on 6/2/15, decreases due to shifts in the rate of inflation by 12/31/15, the Board passed a resolution to remain in compliance with the law should the current proposal, which is within the tax levy limit, become in excess of the tax levy limit. Therefore, pursuant to General Municipal Law Section 3-c(5), the Board of Trustees of the Hampton Bays Public Library, may override, for the 2016 fiscal year budget, the tax levy limit imposed by General Municipal Law Section 3-c(3). Clemensen/Zimmerman 7/0/0

ADJOURNMENT

The meeting was adjourned at 8:38pm.

Respectfully submitted by Lars Clemensen, Secretary