

**MINUTES OF THE REGULAR MEETING OF THE
HAMPTON BAYS LIBRARY BOARD OF TRUSTEES
December 1, 2015**

CALL TO ORDER

President King called the meeting to order at 7:07pm.

Present: Mrs. Carpenter, Mrs. Daly, Mrs. King, Mrs. Wilding, Mr. Zimmerman, and Mrs. LaVista.

Absent: Mr. Clemensen, Mrs. O'Keefe

Guests included Anthony Filorimo and Hilary Rose.

ADOPTION OF THE AGENDA

The agenda was adopted. Wilding/ Zimmerman, 5/0/0.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

1. The minutes of the November 3rd Regular Meeting of the Board of Trustees were accepted.
D. Zimmerman/G. Daly. 5/0/0.
2. The minutes of the November 9th Special Meeting of the Board of Trustees were accepted.
R. Carpenter/G. Daly. 5/0/0.
3. The minutes of the November 18th Special Meeting of the Board of Trustees were accepted with the correction that Lars Clemensen was in attendance. R. Carpenter/G. Daly 5/0/0.

CORRESPONDENCE

Letter from patron complimenting Rita Alfano for her assistance with computers.

TREASURER'S REPORT

1. Approved the Operating Fund schedule of claims dated 12/1/2015 in the amount of \$32,622.40 for check numbers 24460-24526. A. Wilding/G. Daly. 5/0/0.
2. Approved listed prepays in the amount \$14,596.30 for check numbers 24449-24459. G. Daly/A. Wilding. 5/0/0.
3. Approved the payroll dated 11/6/15 in the amount of \$ 42,694.76, payroll dated 11/20/15 in the amount of \$42,996.54. A. Wilding/R. Carpenter. 5/0/0.
4. Approved the financial report for December 2015. A. Wilding/R. King. 5/0/0.

DIRECTOR'S REPORT

1. Department reports were reviewed and discussed.
2. The sliding panel in the Helen Gould Room is in need of repairs.
3. Roof Services repaired two new leaks; one in the adult reading room and one in the children's room.
4. Sidewalk repairs are nearly complete.
5. Staff was informed of changes in exercise class scheduling.
6. Graffiti incident-a swastika was painted on a pillar. Efforts are being made to track down the person. Police were informed.
7. A meeting is to be scheduled with Susan, Danielle and Theresa with MS administrators concerning general behavior issues.
8. Meetings attended were listed.
 - o St. Mary's Parish Outreach Committee met with Susan to discuss library needs during the after-school hours.

- The SCLS Trustee Workshop on 11/10 was well received. The topic was sustainability and responding to patron needs.

COMMITTEE REPORTS

1. Bylaws & Policy: No Meeting
2. Buildings & Grounds: Discussed landscaping expenditures. A comparison of expenses for 2014 and 2015 will be provided at the January meeting.
3. Finance & Capital Endowment: No Meeting
4. Friends of the Library: Met 11/23. Still seeking a new treasurer.
5. Nominations & Personnel: No Meeting.
6. Publicity: Article in SH Press concerning Library plans for a new building.
7. Strategic Planning: No Meeting

OLD BUSINESS

Knox box installation is still pending.

NEW BUSINESS

1. Approved the resignation of Christina Heaney effective payroll dated 11/20/2015. R. Carpenter/A. Wilding. 5/0/0.
2. Approved an additional pay rate of \$11.09 as part-time clerk for Jill Foster, effective payroll dated 11/20/2015. A. Wilding/R. Carpenter. 5/0/0.
3. Accepted the proposal from Baldessari & Coster to perform the annual audit for the year ending 12/31/2015 for an amount not to exceed \$8,250, and the proposal to prepare the financial section of the NYS Annual Report for the year ending 12/31/2015 for \$400. R. Carpenter/R. King. 5/0/0.
4. Adopted the Resolution for Library to be Lead Agency. G. Daly/A. Wilding. 5/0/0.
5. Approved the Creation of a Capital Fund for the proposed Capital Improvement Project. R. Carpenter/A. Wilding. 5/0/0.
6. Approved the Establishment of a Capital Checking Account. G. Daly/A. Wilding. 5/0/0.
7. Approved the proposed SCLS Budget for FY 2016. G. Daly/R. King. 5/0/0.

EXECUTIVE SESSION

None

ADJOURNMENT

The meeting was adjourned at 9:02 pm.

Respectfully submitted by Anne Wilding.