

**MINUTES OF THE REGULAR MEETING OF THE
HAMPTON BAYS LIBRARY BOARD OF TRUSTEES
APRIL 5, 2016 as amended**

CALL TO ORDER

President Madeline O’Keefe called the meeting to order at 7:07 pm.

Present: M. O’Keefe, A. Carpenter, G. Daly, A. Filorimo, H. Rose, A. Wilding and S. LaVista.

Absent: D. Zimmerman.

ADOPTION OF THE AGENDA

The agenda was adopted. Daly/Wilding 6/0/0.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

The minutes of the March 8th Regular Meeting were approved. Filorimo/Daly 6/0/0.

The minutes of the Special Meeting on 3/22 were approved, Carpenter/Wilding 6/0/0.

The minutes of the Budget Committee Meeting on 4/1 were approved. Wilding/O’Keefe 6/0/0.

CORRESPONDENCE

None

TREASURER’S REPORT

The Operating Fund schedule of claims dated 4/5/2016 in the amount of \$54,311.56 for check numbers 24829-24911 was approved. Wilding/Carpenter 6/0/0.

The listed prepaids in the amount \$45,157.18 for check numbers 24814-24828 was approved. Carpenter/Wilding 6/0/0.

Payroll dated 3/11/16 in the amount of \$ 43,379.40 was approved. Daly/Wilding/Carpenter 6/0/0.

Payroll dated 3/25/16 in the amount of \$42,109.63 was approved. Daly/Carpenter 6/0/0.

The Financial reports for April 2016 were approved. Wilding/Rose 6/0/0.

DIRECTOR'S REPORT

Department reports were reviewed.

Staff Development Day was very successful. A new staff blog was rolled out and a new Google calendar as presented and discussed. Staff enjoyed a presentation on stress reduction, and a representative from the HB Fire Department reviewed emergency procedures and demonstrated the use of fire extinguishers.

Building repairs included replacement of ball bearings on the main air handler.

Form 1095B was distributed to all employees that participate in the library’s health insurance plan.

The library hosted a Suffolk County Job Fair with good attendance reported.

Meetings in the library and at community organizations are scheduled to present information about the building referendum plans.

COMMITTEE REPORTS

Bylaws & Policy NR

Building & Grounds NR

Finance & Capital endowment:

The committee met on 4/1 to discuss the draft budget. Ways to reduce \$48,000 from operating expenses was discussed. Department heads will be asked to make suggestions and to consider reductions in their department budgets.

Friends of the Library: No meeting

Nominations & Personnel NR

Publicity:

Letters to the editor published in the Southampton Press concerning the library's building plans had some negative, anonymous online comments.

Strategic Planning NR

OLD BUSINESS

Job descriptions have been submitted to Susan

NEW BUSINESS

The hiring of Vicky Urbelis (currently a part-time librarian in the reference and children's departments) as a full time teen librarian was approved. Filorimo/Wilding 6/0/0.

The preliminary 2017 budget was discussed.

The matter of misbehavior and lack of self-discipline was noted among many children using the children's department.

Dates were set for public meetings concerning the referendum. Additional presentations will be made to community organizations.

EXECUTIVE SESSION

None

ADJOURNMENT

The meeting was adjourned at 9:25 pm. Wilding/Rose 6/0/0.