

**MINUTES OF THE REGULAR MEETING OF THE
HAMPTON BAYS LIBRARY BOARD OF TRUSTEES
July 5, 2016**

CALL TO ORDER

President Madeline O'Keefe called the meeting to order at 7:05 p.m.

Present: M. O'Keefe, R. Carpenter, G. Daly, H. Rose, A. Wilding, D. Zimmerman and S. LaVista.

Absent: A. Filorimo.

Members of the public present: William Seizer and Rosemarie Conforte

ADOPTION OF THE AGENDA

The agenda was adopted. Zimmerman/Wilding, 6/0/0.

PUBLIC COMMENT

Mr. Seizer and Ms. Conforte were interested in hearing about alternate plans for the building.

APPROVAL OF MINUTES

The minutes of the June 7th regular meeting were approved as amended.

Wilding/Zimmerman, 6/0/0.

The minutes of the June 20th special meeting were approved as amended. Carpenter/Rose, 6/0/0.

The minutes of the June 27th special meeting were approved as amended. Carpenter/Wilding 5/0/1, (D. Zimmerman abstained.)

CORRESPONDENCE

A thank you note to the library for allowing the Life Skills Academy to intern in the Teen Dept. again this year. A note from the SH Animal Shelter thanking the Library and Theresa Maritato for hosting various projects and events. A note to Danielle and Christine in the Children's Dept. from a family thanking them for all they do.

TREASURER'S REPORT

The Operating Fund schedule of claims dated 7/5/2016 in the amount of \$64,418.92 for check numbers 25112-25188 was approved. Zimmerman/Wilding, 6/0/0.

The listed prepays in the amount \$30,153.40 for check numbers 25095-25111 were approved. Daly/Rose, 6/0/0.

The payroll dated 6/3/2016 in the amount of \$ 43,409.13, and payroll dated 6/17/16 in the amount of \$43,835.58 were approved. Carpenter/Wilding, 6/0/0.

The Financial reports for June 2016 were approved. Daly/Wilding, 6/0/0.

DIRECTOR'S REPORT

Department reports were accepted.

Building repairs included two calls for HVAC issues, a broken hose bib, and the fire panel. Recent patron incidents were discussed. The use of the quiet study rooms/tutor rooms will be reviewed with department librarians.

A number of community members expressed disappointment at the results of the bond vote.

The annual insurance inspection was completed. No issues were raised.

Susan is investigating the use of a cleaning service.

Staff will be surveyed regarding the continued need for a security guard.

Meetings attended were listed.

COMMITTEE REPORTS

- Bylaws & Policy NR
- Building & Grounds NR
- Finance & Capital endowment NR
- Friends of the Library: Bookstore manager Ellen will do a Christmas in July special sale. Tickets for the Author's Luncheon are selling well. Christine O'Dell was appointed as the new treasurer.
- Nominations & Personnel NR
- Publicity: NR
- Strategic Planning: Met 6/20 and 6/27.

OLD BUSINESS

Susan will review and edit job descriptions.

The draft budget was discussed.

NEW BUSINESS

The annual budget newsletter will go out 2 weeks before the vote on 8/9.

The hiring of Stephen Young, pt librarian trainee, effective 6/7/2016 was approved. Zimmerman/Wilding, 6/0/0.

The resignation of Dana Amarosa, pt librarian, effective 5/15/2016 was accepted. Rose/Carpenter, 6/0/0.

The added status of pt clerk for Megan Flannery effective 6/21/2016 was approved. Daly/Wilding, 6/0/0.

The revised "Unattended Children" policy was adopted. Rose/Carpenter, 6/0/0.

The establishment of a library foundation may be considered as a funding opportunity to help defray increases in taxes for capital expenses.

There was no Executive session.

The Meeting was adjourned at 9:15 p.m. Daly/Zimmerman 6/0/0.

Respectfully submitted by Anne Wilding.