

**MINUTES OF THE REGULAR MEETING OF THE
HAMPTON BAYS LIBRARY BOARD OF TRUSTEES
May 3, 2016**

CALL TO ORDER

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

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

ADOPTION OF THE AGENDA

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

PUBLIC COMMENT

None

APPROVAL OF MINUTES

The minutes of the April 5th Regular Meeting, as amended, were approved. Filorimo/Daly 7/0/0.

CORRESPONDENCE

Thank you note to Teen Dept from Southampton School Key Club for prom dresses.

TREASURER'S REPORT

The Operating Fund schedule of claims dated 5/3/2016 in the amount of \$54,367.99 for check numbers 24929-25012 was approved. Zimmerman/Wilding 7/0/0.

The listed prepays in the amount \$30,175.11 for check numbers 24912-24928 were approved. Carpenter/Rose 7/0/0.

The payroll dated 4/8/16 in the amount of \$ 41,386.56, and payroll dated 4/22/16 in the amount of \$42,843.48 were approved. Daly/Wilding 7/0/0.

The Financial reports for April 2016 were approved. Rose/Filorimo 7/0/0.

DIRECTOR'S REPORT

Department reports were accepted.

Building repairs and spring clean up were completed.

The draft budget for 2017 was reviewed with staff.

The final payment from the Helen Gould Estate was received.

The teen department transition with a new full time librarian is going well.

Meetings attended were listed.

PR initiatives for the vote were discussed with Victor. A sign will be purchased for the front lawn, sandwich signs and small signs for lawns will be purchased. Additional public meetings were scheduled.

COMMITTEE REPORTS

- Bylaws & Policy: There was discussion regarding age groups allowed in different areas may impact staffing and budget; a policy will be developed over the summer.
- Building & Grounds NR
- Finance & Capital endowment NR
- Friends of the Library: Met on 4/25. A candidate for the Treasurer position was interviewed.
- Nominations & Personnel NR
- Publicity: New public meeting dates will be publicized.
- Strategic Planning: Meeting to be scheduled.

OLD BUSINESS

Final job descriptions are not completed.

The draft budget was discussed.

NEW BUSINESS

The proposed budget for 2017 was approved. Rose/Daly 7/0/0

The hiring of Megan Flannery, part time page, effective April 7 was approved.

Wilding/Zimmerman 7/0/0

The change of status for Theresa Ameres, part time reference librarian, to permanent part time effective April 1 was approved. Carpenter/Filorimo 7/0/0

There was no Executive session.

The Meeting was adjourned at 9:40 pm. Daly/Filorimo 7/0/0