

**MINUTES OF THE REGULAR MEETING OF THE
HAMPTON BAYS LIBRARY BOARD OF TRUSTEES
August 2, 2016**

CALL TO ORDER

President Madeline O'Keefe called the meeting to order at 7:04 p.m.

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

Also present: Victor Canseco

ADOPTION OF THE AGENDA

The agenda was adopted with additions. Daly/Carpenter, 7/0/0.

PUBLIC COMMENT None

APPROVAL OF MINUTES

The minutes of the July 5th regular meeting were approved as amended. Filorimo/Wilding, 7/0/0.

CORRESPONDENCE None.

TREASURER'S REPORT

The Operating Fund schedule of claims dated 8/2/2016 in the amount of \$94, 872.48 for check numbers 25203-25269 was approved. Carpenter/Filorimo, 7/0/0.

The listed prepays in the amount \$26,459.71 for check numbers 25189-25202 were approved. Wilding/Daly, 7/0/0.

The payroll dated 7/1/2016 in the amount of \$ 43,844.77, and payroll dated 7/15/16 in the amount of \$43,740.68, and payroll dated 7/29/16 in the amount of \$44,528.02 were approved. Zimmerman/Filorimo, 7/0/0.

The Financial reports for July 2016 were approved. Carpenter/Wilding, 7/0/0.

DIRECTOR'S REPORT

Department reports were accepted.

A cleaning service is employed for weekends; it's working out well and may be expanded.

The continuation of the security guard or changes in schedule will be discussed with staff.

Various building repairs and services were performed.

The budget newsletter publicizing the budget vote was delivered to all residences.

Theresa Maritato has resigned as Teen Department Head. The position will be posted.

Some revisions to the library website are pending.

The Friends appointed a new Treasurer and the Author Luncheon was a great success.

Meetings attended were listed.

COMMITTEE REPORTS

- Bylaws & Policy NR

- Building & Grounds NR
- Finance & Capital endowment NR
- Friends of the Library: Met July 22nd. The author luncheon made about \$3,000. The new treasurer will start in August. The Christmas in July sale was a success. Volunteers are assisting in the book store.
- Nominations & Personnel NR
- Publicity: NR
- Strategic Planning:
 - There was discussion about establishing a Foundation Committee as a sub-committee of Strategic Planning. The need for officers, an attorney, and an accountant were addressed.

OLD BUSINESS

Susan is finalizing and reformatting job descriptions for consistency and will review with staff.

There was discussion about the need to re-organize library records and to dispose of valueless items while retaining required or locally important documents in compliance with State and Federal requirements. Per established policy, the M-1 retention schedule will be followed using guidelines provided by South Huntington Library.

NEW BUSINESS

There was further discussion on how to proceed with building plans and many questions were raised. Repair/renovate? How much to spend? Include the purchase of the adjacent property? Victor will create a plan for repair and renovation for about \$7.5 million.

Motion to establish an Archive Committee was made and approved. Daly/Rose, 7/0/0.

A motion to establish a Foundation Committee was made and approved. Filorimo/Rose, 7/0/0. Tony Filorimo will head the committee.

The hiring of Dylan Ameres, pt page, effective 6/30/2016, was approved.

The rehiring of Sandra Cuccia, pt clerk, effective 7/5//2016 was approved.

The resignation of Theresa Maritato, Teen Department Head, and change of status to part-time librarian was accepted.

The personnel report was approved: Wilding/Carpenter, 7/0/0.

The Budget vote is on August 9th in the library.

There was no Executive session.

The Meeting was adjourned at 9:15 p.m. Wilding/Carpenter, 7/0/0.

Respectfully submitted by Anne Wilding.