

**MINUTES OF THE REGULAR MEETING OF THE
HAMPTON BAYS LIBRARY BOARD OF TRUSTEES
October 4TH, 2016**

CALL TO ORDER

President Madeline O'Keefe called the meeting to order at 7:00p.m.

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. Daly/Zimmerman, 7/0/0.

PUBLIC COMMENT None

APPROVAL OF MINUTES

The minutes of the September 6th regular meeting were approved as amended.

Wilding/Zimmerman, 7/0/0.

The minutes of the September 19th special meeting were approved as amended.

Daly/Rose, 7/0/0.

CORRESPONDENCE:

A letter praising the referendum proposal, encouraging a re-try.

TREASURER'S REPORT

The Operating Fund schedule of claims dated 10/4/2016 in the amount of \$37,997.33 for check numbers 25384-25452 was approved. Filorimo/Daly, 7/0/0.

The listed prepays in the amount \$205,404.96 for check numbers 25369-25383 were approved. Zimmerman/Wilding, 7/0/0.

The payroll dated 9/9/2016 in the amount of \$39,881.82 and payroll dated 9/23/16 in the amount of \$45,250.30 were approved. Wilding/Rose, 7/0/0.

The Financial reports for September 2016 were approved. Wilding/Daly, 7/0/0

DIRECTOR'S REPORT

Department reports were accepted.

The Annual Staff meeting will be 12/4 at 5:30. CO2 detectors were installed and other minor repairs were completed. The annual Fire inspection was completed. A tree and small shrubs were planted using memorial donation funds. A minor mold problem in a storage closet is being treated. Broken furniture will be disposed of. Carpets are to be cleaned. The library will participate in opening day activities at Good Ground Park on 10/15. Hunter Meldman, a representative of Life Pursuits charitable group, may be able to provide support for teen programming. An article in an upcoming NYLA publication will feature Theresa Maritato and Victoria Urbellis and the Southampton Town Animal Shelter.

Vicky Urbellis addressed the Board concerning a number of issues in the Teen Dept.:

- Some furniture needs to be replaced and suggestions were offered.
- Options for teen film creation were discussed.

COMMITTEE REPORTS

- Archives Committee – Met 9/19. Retention dates were reviewed. Susan reported that 2009 forward is pretty well organized. Materials in years before may not be separated as well.
- Bylaws & Policy NR
- Building & Grounds: meeting to be scheduled to discuss using balance of memorial funds.
- Finance & Capital endowment NR
- Friends of the Library: Met 9/26. The new recording secretary is Emily Cullings. Regina Carpenter reported that membership is down although funds received are higher. Their Facebook page and website are being updated. The author luncheon raised \$3,500. Susan mentioned that computers need to be replaced, possibly to be funded by the Friends.
- Nominations & Personnel: Susan will complete her self-evaluation before the November meeting.
- Publicity: NR
- Strategic Planning:
Foundation – Copies of the Rogers Library info were distributed for review and will be discussed. The foundation will need by-laws, and a president, secretary and treasurer.

OLD BUSINESS

Building Plans: Victor, Susan and Madeline visited the house on Argonne to look at its structural soundness for possible use. Victor will present a Plan B for consideration in November. A decision on the cost of the project must be made in December to allow time for legal notices.

NEW BUSINESS

The hiring of Ariane DePhillips, pt. children's clerk, effective 9/15/2016 was approved. Wilding/Zimmerman, 7/0/0.

The hiring of Gilda Ramos, pt. children's librarian, effective 9/8/2016 was approved. Rose/Zimmerman, 7/0/0.

The hiring of Robert Salazar, pt. YA page, effective 9/7/2016 was approved. Wilding/Rose, 7/0/0.

The change of status for Erick Gordy from part-time librarian to full-time YA librarian, effective pay period ending 9/12/2016, was approved. Filorimo/Zimmerman, 7/0/0.

The payroll adjustments per the attached schedule were approved. Rose/O'Keefe, 7/0/0.

The proposal for furnishings and a TV for the Teen Dept., to be funded by the Friends was approved. Carpenter/Wilding, 7/0/0.

Attendance at NYLA for S. LaVista was approved. Filorimo/Carpenter, 7/0/0.

There was no Executive session.

The Meeting was adjourned at 9:30 p.m.

Respectfully submitted by Anne Wilding.