

**MINUTES OF THE REGULAR MEETING OF THE
HAMPTON BAYS LIBRARY BOARD OF TRUSTEES**

December 5, 2017

President David Zimmerman called the meeting to order at 7:05 p.m.

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

Members of the public: Donna Thiele, Gayle Lombardo

PUBLIC COMMENT

G. Lombardi (CCHB) presented information concerning local property values and brought up the issue of raising money for library improvements.

ADOPTION OF THE AGENDA

The agenda was adopted. A. Filorimo/H. Rose, 7/0/0.

APPROVAL OF MINUTES

The minutes of the November 7 regular meeting were approved.

H. Rose/A. Filorimo, 7/0/0.

CORRESPONDENCE

A letter complimented the Teen Department on work on a special program for the SH Town Animal Shelter.

TREASURER'S REPORT

The Operating Fund schedule of claims dated December 5, 2017 for \$46,925.12 for check numbers 26588-26651 were approved. A. Wilding/G. Daly, 7/0/0.

The listed prepays for \$32,065.74 for check numbers 26573-26587 were approved.

G. Daly/M. O'Keefe, 7/0/0.

The payroll dated 11/3/2017 for \$45,182.40 and payroll dated 11/17/2017 for \$43,006.14 were approved. A. Wilding/H. Rose, 7/0/0.

The Financial Reports for November 2017 were approved. D. Zimmerman/A. Wilding, 7/0/0.

DIRECTOR'S REPORT

Department reports were received. Meetings attended were noted.

After reviewing the recent budget report, Susan projects that we'll complete the year within the budget, even with additional expenditures for the building referendum.

A patron tripped on his own, but injured his face. Staff provided assistance and offered to call the police. The patron declined and left with no additional medical treatment.

The Fire Marshall completed the annual inspection and found everything in order.

The staff annual holiday dinner was very well attended.

Staff evaluations will be completed this month.

Vicky Cuccia's citizenship classes have turned out eleven new U.S. Citizens!

Susan reported that after submitting the final tax-cap form, the carry over amount was slightly less than originally indicated because one of the embedded calculators had changed.

COMMITTEE REPORTS

- Archives Committee: Boxes back to 2000 have been completed; previous years are not in order and sifting through them is time consuming. A record of the contents of all boxes will be created and saved on the server.
- Bylaws & Policy: No report.
- Building & Grounds: No Report.
- Finance & Capital endowment: No report.
- Friends of the Library: Discussed their goals for 2018.
- Nominations & Personnel: The committee presented their recommendation for Barbara Skelly as new Trustee, who will complete the unfinished two-year term.
- Publicity: No Report.
- Strategic Planning: Meeting to be scheduled in the New Year.
- Foundation: Efforts are on hold at this time due to potential members being away for the winter months.

OLD BUSINESS

None

NEW BUSINESS

Personnel Actions:

The hiring of hiring of Dennis Sullivan, pt. Juv Page, on 11/6/2017 was approved. M. O'Keefe/A. Wilding, 7/0/0.

The hiring of Melanie Hamilton, pt. Juv Librarian, on 11/20/2017 was approved. H. Rose/G. Daly, 7/0/0.

The resignation of Mikela Ryan, pt. Juv Page, on 11/3/2017 was accepted. A. Wilding/R. Carpenter, 7/0/0.

The resignation of Stacie Barell, pt Juv Librarian, on 11/12/2017, was accepted. R. Carpenter/A. Wilding, 7/0/0.

The termination of Andrew Sparling, pt. Ref Librarian Trainee, on 11/10/2017, was approved. M. O'Keefe/A. Wilding, 7/0/0.

The proposal from Al Coster to prepare the Annual Audit for 2017 and the financial section of the State Annual Report in the amount of \$9,020, was approved. R. Carpenter/H. Rose, 7/0/0.

The Meeting was adjourned at 8:55 p.m. A. Wilding/D. Zimmerman, 7/0/0.

Respectfully submitted by A. Wilding.