

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

**January 2, 2018**

**Following the Annual Organization meeting**

President David Zimmerman called the meeting to order at 7:45 p.m.

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

Absent: Barbara Skelly

**PUBLIC COMMENT**

No public.

**ADOPTION OF THE AGENDA**

The agenda was adopted. M. O'Keefe/R. Carpenter, 6/0/0.

**APPROVAL OF MINUTES**

The minutes of the December 5 regular meeting were approved as corrected.

G. Daly/M, O'Keefe, 6/0/0.

**CORRESPONDENCE**

A letter complimented the Adult Department for the Book a Librarian sessions and the assistance she received with numerous tech-related matters. She enclosed a \$50 donation in appreciation.

**TREASURER'S REPORT**

The Operating Fund schedule of claims dated January 2, 2018 for \$9,728.57 for check numbers 26699-26716 were approved. R. Carpenter/M. O'Keefe, 6/0/0.

The listed prepays for \$87,210.78 for check numbers 26652-26722 were approved.

H. Rose/A. Filorimo, 6/0/0.

The payroll dated 12/1/2017 for \$42,953.45 and payroll dated 12/15/2017 for \$45,767.46, and payroll dated 12/22/2017 for \$43,757.64 were approved. R. Carpenter/G. Daly, 6/0/0.

The Financial Reports for December 2017 were approved. H. Rose/G. Daly, 6/0/0.

**DIRECTOR'S REPORT**

Department reports were received. Meetings attended were noted.

The annual staff Food Fest, for which the Friends provided three days of lunch, was much enjoyed. Staff also brought in favorite treats and dishes. Susan reported that graffiti was carved into the tree in front of the Children's front-facing window. The AFLAC rep came out to meet with staff and signed up three more employees. During a meeting with reps from Young Equipment, they looked at and temporarily fixed the room divider. The recorder for the Security Camera system is not working. A new one will be ordered. The section above the ceiling and front wall of the lobby will be closed off and insulated to help eliminate drafts, and the door in the lower program room will be replaced due to drafts caused by the rusted-out bottom.

## **COMMITTEE REPORTS**

The list of who is serving on the various committees was updated for the New Year.

- Bylaws & Policy: No Report
- Building & Grounds: A list of needed repairs will be compiled.
- Finance & Capital endowment: There was discussion regarding interest rates and where we can get the best return on investments.
- Friends of the Library: Sandy clarified a prior discussion regarding a scholarship fund.
- Nominations & Personnel: No Report.
- Publicity: No Report.
- Strategic Planning: Meeting to be scheduled later in January.
- Foundation: No Report.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

Personnel Actions:

The hiring of Jose Sanchez, pt. Custodian, on 11/19/2017 was approved.

M. O'Keefe/R. Carpenter, 6/0/0.

The hiring of Kimberly Dono, pt. Juv Librarian, on 12/4/2017 was approved

A. Filorimo/R. Carpenter, 6/0/0.

The rehiring of Ava Cuccia, pt. Ref Page, effective 12/9/2017 was approved.

H. Rose/M. O'Keefe, 6/0/0.

The Budget for calendar year 2018 was adopted. A. Filorimo/G. Daly, 6/0/0.

The Meeting was adjourned at 8:55 p.m. A. Filorimo/D. Zimmerman, 6/0/0.

Respectfully submitted by H. Rose.