

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

March 6, 2018

President David Zimmerman called the meeting to order at 7:04 p.m.
Present: M. O'Keefe, R. Carpenter, H. Rose, A. Filorimo and S. LaVista.
Absent: G. Daly, Barbara Skelly

PUBLIC COMMENT

Richard Casabianca regarding the grandfather clock.
Marc Fascenella from ECI

ADOPTION OF THE AGENDA

The agenda was adopted. M. O'Keefe / H. Rose, 5/0/0.

APPROVAL OF MINUTES

The minutes of the February 6 Regular meeting were approved as corrected.
A. Filorimo/R. Carpenter, 5/0/0.

CORRESPONDENCE None

TREASURER'S REPORT

The Operating Fund schedule of claims dated March 6, 2018 for \$51,231.44 for check numbers 26846-26917 was approved. R. Carpenter/M. O'Keefe, 5/0/0.

The listed prepays for \$28,066.41 for check numbers 26831-26845 were approved. H. Rose/M. O'Keefe, 5/0/0.

The payroll dated 2/9/2018 for \$46,565.06 and payroll dated 2/23/2018 for \$45,613.26 were approved. R. Carpenter/A. Filorimo, 5/0/0.

The financial reports for February 2018 were approved. A. Filorimo/M. O'Keefe, 5/0/0.

DIRECTOR'S REPORT

Department reports were received. Meetings attended were noted.
The rebate for \$3,235 from PSEG for the new AC units was received.
Katie will be delivering materials to a homebound patron who is in the hospital.
The Annual Insurance package is up for renewal. The agent recommends additional coverage in some areas and a new policy in the event of a Cyber Security Breach.
The flagpole was repaired and reset.
The Annual Audit and the NYS Annual Report were completed.
The insulation of the lobby area was completed. The installation of a new door for the lower program room is pending.

COMMITTEE REPORTS

- Bylaws & Policy: Grace will schedule a committee meeting to review recommended changes to the By-Laws when she returns from Florida.

- Building & Grounds: No Report
- Finance & Capital Endowment: There was some discussion about rising interest rates and that we might consider placing some funds in a short-term investment. Susan will reach out to Capital One. A meeting of the committee will be scheduled in April.
- Friends of the Library: The Friends have not committed funds to the library from last year. Two residents submitted application for the Treasurer's position.
- Nominations & Personnel: No Report.
- Publicity: No Report.
- Strategic Planning: Next meeting will be in April.
- Foundation: No Report.

OLD BUSINESS None

NEW BUSINESS

Personnel Actions:

- The hiring of Ava Reid, pt. Children's page, effective 2/20/2018 was accepted. R. Carpenter/ M. O'Keefe, 5/0/0.
- The resignation of Melissa Wilson, pt. circulation clerk, effective 1/27/2018 was accepted. H. Rose/M. O'Keefe, 5/0/0.

The NYS Annual Report for 2017 was accepted. A. Filorimo/M. O'Keefe, 5/0/0.

The Annual Audit for 2017 as prepared by auditors Baldessari & Coster was accepted, H. Rose/R. Carpenter, 5/0/0.

The proposed Cyber Security Breach policy as recommended by the Insurance Agent was adopted. M. O'Keefe/H. Rose. 5/0/0.

The Meeting was adjourned at 9:10 p.m. D. Zimmerman/H. Rose, 5/0/0.

Respectfully submitted by H. Rose.