

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

**APRIL 3, 2018**

President David Zimmerman called the meeting to order at 6:58 p.m.

Present: G. Daly, M. O'Keefe, R. Carpenter, H. Rose, A. Filorimo, Barbara Skelly and S. LaVista. Guests: Vicky Urbelis and Erick Gordy from the Teen Department

**PUBLIC COMMENT**

**ADOPTION OF THE AGENDA**

The agenda was adopted. A. Filorimo/M. O'Keefe, 7/0/0.

**APPROVAL OF MINUTES**

The minutes of the March 6 Regular meeting were approved.

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

**CORRESPONDENCE** None

**TREASURER'S REPORT**

The Operating Fund schedule of claims dated April 3, 2018 for \$76,349.51 for check numbers 26926-26983 was approved. M. O'Keefe/ G. Daly, 7/0/0.

The listed prepays for \$33,335.32 for check numbers 26918-26925 were approved.

R. Carpenter/H. Rose, 7/0/0.

Payroll dated 3/9/2018 for \$46,371.89 and payroll dated 3/23/2018 for \$45,909.99 were approved. G. Daly/M. O'Keefe, 7/0/0.

The financial reports for March 2018 were approved. G. Daly/H. Rose, 7/0/0.

The adjusted 2017 year-end budget report as prepared by the auditor was approved.

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

**DIRECTOR'S REPORT**

Department reports were received. Meetings attended were noted.

We had a great turnout for the St. Patrick's Day Parade with several families with children participating. It was a lively group led by staff member Melanie as Cat-In-The-Hat, and patron Ann Coppola as Mother Goose. A new online Chat program was installed on the website so patrons can ask reference questions remotely. Staff are receiving cyber security training through an online course. Five staff members, three with family, enrolled in the dental insurance program. New chairs for the Helen Gould program room will be ordered pending color samples for the seats. The Friends will supplement the cost. After a weeding project in Reference, new flat shelving will replace slanted shelves to hold the old newspaper archives currently in the basement storage area. A Riverhead resident, George Luce, donated his personal WW II memorabilia including service records, insignia, an Honorable Discharge certificate and more. It will be added to our Long Island History collection.

## **COMMITTEE REPORTS**

- Bylaws & Policy: Committee meeting for 4/26.
- Building & Grounds: No Report
- Finance & Capital Endowment: Committee meeting for 4/24.
- Friends of the Library: No meeting.
- Nominations & Personnel: No Report.
- Publicity: No Report.
- Strategic Planning: Committee meeting on 4/12.
- Foundation: No Report.

**OLD BUSINESS** None

## **NEW BUSINESS**

Vicky and Erick provided the Board with an update on what's going on in their department. They presented information about a new initiative and educational program called SHAPE. The CDC will be funding some of the expenses. Vicky and Erick hope to partner with the school district and the police department.

Susan reported that the landscaper submitted the fee schedule for the coming season. There were minor increases for mulch and fertilizers. Charges for regular services remained the same.

The 2019 budget planning is underway. There was a brief discussion about the allowed increase and the tax cap. The budget will comply with the cap.

The meeting was adjourned at 8:53 p.m. H. Rose/ R. Carpenter, 7/0/0.

Respectfully submitted by H. Rose.