

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

June 5, 2018

President David Zimmerman called the meeting to order at 7:00 p.m.

Present: G. Daly, M. O'Keefe, H. Rose, B. Skelly, S. LaVista.

Absent: R. Carpenter, A. Filorimo

PUBLIC COMMENT - None

ADOPTION OF THE AGENDA

The agenda was adopted. G. Daly /M. O'Keefe, 5/0/0.

APPROVAL OF MINUTES

The minutes of the May 1 Regular meeting were approved. M. O'Keefe/H. Rose, 5/0/0.

TREASURER'S REPORT

The Operating Fund schedule of claims dated June 5, 2018 for \$41,418.25 for check numbers 27098-27164 was approved. H. Rose/M. O'Keefe, 5/0/0.

The listed prepays for \$41,946.08 for check numbers 27074-27097 were approved.

M. O'Keefe/G. Daly, 5/0/0.

Payroll dated 5/4/2018 for \$46,857.48 and payroll dated 5/18/2018 for \$47,259.99 were approved.

G. Daly/H. Rose, 5/0/0.

The financial reports for May 2018 were approved. D. Zimmerman/M. O'Keefe, 5/0/0.

DIRECTOR'S REPORT

Department reports were received and discussed. Meetings attended were noted.

There were more ceiling leaks after the recent rains. Roof Services has repaired all areas and investigated thoroughly and is not sure where the water is coming from. They recommended a test to determine if the drain is leaking.

The personnel policy revision is still in progress. A new Emergency Manual is complete. Some sections are for administration. The relevant sections will be shared with staff.

The circulation system continues to have problems and down time countywide. We hope all issues will be resolved before summer begins.

Sample LED lights were installed in the children's dept. and in adult fiction across from circulation.

Five employees enrolled in the Dental Insurance plan.

COMMITTEE REPORTS

- Bylaws & Policy: No meeting.
- Building & Grounds: A proposal for tree trimming and new plantings was reviewed.
- Capital Endowment: No Report.
- Friends of the Library: No meeting.

- Nominations & Personnel: No meeting.
- Publicity: The prom dress drive was featured in several papers and online. Various other programs were listed in the SH Press.
- Strategic Planning: The Community Survey was discussed.
- Foundation: No Report.

OLD BUSINESS

A draft of the Community Survey was reviewed; the mailing time frame was discussed. The survey will also be online via Survey Monkey and all residents will be encouraged to take the survey online to make it easier to compile answers.

NEW BUSINESS

The hiring of Ian Hubbard, pt. YA page, on 4/19/2018 was approved. H. Rose/D. Zimmerman, 5/0/0.

The resignation of Megan Flannery, pt. Children's clerk, on 4/26/2018 was approved. B. Skelly/M. O'Keefe. 5/0/0.

The resignation of Will Theiling, pt. Adult page, 1/14/2018 was approved. H. Rose/M. O'Keefe. 5/0/0.

A salary adjustment for Librarian Thomas Powell for completing his MLS was approved. M. O'Keefe/H. Rose. 5/0/0.

A salary adjustment for Librarian Trainee Melanie Hamilton for completing her first semester was approved. H. Rose/M. O'Keefe. 5/0/0.

The proposal for tree trimming and new plantings from Hampton Woods was accepted. M. O'Keefe/H. Rose. 5/0/0.

The revised draft budget for the calendar year 2019 was approved. G. Daly/H. Rose. 5/0/0.

The proposed Service Animals in the Library Policy was adopted. M. O'Keefe/G. Daly. 5/0/0.

The meeting was adjourned at 8:58 pm.

Respectfully submitted by H. Rose.