

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

**MAY 1, 2018**

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

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

**PUBLIC COMMENT** - None

**ADOPTION OF THE AGENDA**

The agenda was adopted. M. O'Keefe/G. Daly, 7/0/0.

**APPROVAL OF MINUTES**

The minutes of the April 3 Regular meeting were approved. R. Carpenter/A. Filorimo, 7/0/0.

The minutes of the April 12 Strategic Planning meeting were approved.

M. O'Keefe/H. Rose, 7/0/0.

The minutes of the April 24 Finance Committee meeting were approved as corrected.

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

The minutes of the April 26 Bylaws and Policy committee meeting were approved as corrected.

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

**TREASURER'S REPORT**

The Operating Fund schedule of claims dated May 1, 2018 for \$71,573.55 for check numbers 27000-27073 was approved. M. O'Keefe/ A. Filorimo, 7/0/0.

The listed prepays for \$30,591.84 for check numbers 26984-26999 were approved.

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

Payroll dated 4/6/2018 for \$45,288.24 and payroll dated 4/20/2018 for \$45,778.15 were approved.

A. Filorimo/G. Daly, 7/0/0.

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

**DIRECTOR'S REPORT**

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

Susan reported that the ytd number of East Quogue patrons is higher than last years total.

Roof repairs over the children's dept. and the lobby were completed.

The security camera system was updated with a new recorder and two new cameras.

The circulation system crashed county wide due to a technical error at the Innovative end, causing countywide outages and significant inconveniences for staff and patrons.

The reference department completed weeding in preparation for bringing up the newspaper archives from the basement. Updating of policy manuals is still in progress.

SCLS provided a service to dispose of old microfilm and 208 rolls were discarded. Junk Luggers removed outdated/broken computers, equipment and furniture. Bookstore staff are working to clear the aisles and other areas comply with ADA and safety requirements.

### **COMMITTEE REPORTS**

- Bylaws & Policy: Edits were made and new policies are pending
- Building & Grounds: A walk around with the landscaper is scheduled for 5/10. A proposal to replace the roof was reviewed. Additional proposals should be solicited.
- Finance & 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 Jane Behrens, Adult page, on 4/1/2018 was approved. M. O'Keefe/R. Carpenter, 7/0/0.

The hiring of Christopher O'Dwyer, YA page, on 4/5/2018 was approved. H. Rose/H. Carpenter, 7/0/0.

The resignation of Ava Reid, pt. Children's page, on 3/10/2018 was approved. M. O'Keefe/G. Daly. 7/0/0.

The resignation of Robert Salazar, pt. YA page, on 4/1/2018 was approved. R. Carpenter/A. Filorimo. 7/0/0.

The resignation of Zachary Flynn, pt. YA page, on 4/1/2018 was approved. M. O'Keefe/H. Rose. 7/0/0.

The SCLS Annual Service fee for 2018/2019 was approved. A. Filorimo/ R. Carpenter. 7/0/0.

The draft budget for the calendar year 2019 was approved. M. O'Keefe/H. Rose. 7/0/0.

The proposed LED lighting project was approved.

The meeting was adjourned at 9:45

Respectfully submitted by H. Rose.