

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

**September 4, 2018**

President David Zimmerman called the meeting to order at 7:03 p.m.

Present: G. Daly, A. Filorimo, B. Skelly, S. LaVista.

Absent: R. Carpenter, M. O'Keefe, H. Rose

**ADOPTION OF THE AGENDA**

The agenda was adopted. G. Daly/D. Zimmerman, 4/0/0.

**PUBLIC COMMENT**

Twenty-three community members attended to express their dismay over the elimination of two sessions of card games. The group presented a petition signed by sixty-nine residents asking the Board to reconsider and give the two days back. Susan will discuss with staff and may reinstate the days with modified hours. See the attached sign in sheet and petition.

**APPROVAL OF MINUTES**

The minutes of the August 7 Regular meeting were approved. A. Filorimo/G. Daly, 4/0/0.

**CORRESPONDENCE**

A patron wrote expressing appreciation for our homebound service.

The Hampton Bays Postmaster acknowledged receipt of the Susan's letter. He is working to improve customer service and problems regarding timely receipt of mail.

**TREASURER'S REPORT**

The Operating Fund schedule of claims dated September 4, 2018 for \$55,141.18 for check numbers 27374 -27450 were approved. A. Filorimo/B. Skelly, 4/0/0.

The listed prepays for \$27,851.12 for check numbers 27365-27373 were approved.  
Al Filorimo/G. Daly, 4/0/0.

Payroll dated 8/10/2018 for \$46,207.67 and payroll dated 8/24/2018 for \$46,111.54 were approved.  
G. Daly/B. Skelly, 4/0/0.

The financial reports for August 2018 were approved. G. Daly/A. Filorimo, 4/0/0.

**DIRECTOR'S REPORT**

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

Survey returns have slowed down.

Linda Aube will change from FT to PT in October. A pt clerk may assist with processing items.

Rita Alfano will oversee and assist as needed.

The "Mid-east" zone of the HVAC system failed. New units were installed and all is working again.

A part-time Custodian resigned and an ad was placed in the SH Press.

A post card was sent to East Quogue residents encouraging them to renew or apply for a card.

Several incidents occurred: An unlocked bicycle was stolen from the Ponquogue Ave bike rack. Staff report ongoing problems with patron J. O'Connor.

A new high-speed scanner and kiosk were installed at reference. The older scanner was setup to allow patrons to send faxes. The children's department printer was replaced.

### **COMMITTEE REPORTS**

- Bylaws & Policy: No report.
- Building & Grounds: – No report.
- Capital Endowment: No report.
- Friends of the Library: Did not meet.
- Nominations & Personnel: No report.
- Publicity: Several programs were publicized in the SH Press and in Newsday.
- Strategic Planning: No report.
- Foundation: No Report.

### **OLD BUSINESS**

- Community Survey returns are up to 710 and all have been entered into Survey Monkey. Barbara will provide a report of the compiled answers and comments soon.
- Susan will do a final review of the draft policy manual.
- Proposals for the installation of the LED lights are pending.

### **NEW BUSINESS**

- The re-hiring of Zach Flynn, pt. YA page, on 8/10/2018 was approved. G. Daly/A. Filorimo, 4/0/0.
- The resignation of Derek Monfort, pt. Custodian, effective 8/10/2018. B. Skelly/G. Daly, 4/0/0.
- The proposal in the amount of \$77,600 from Roof Services to remove the current roof surface and replace it with a new rubber membrane and all associated work. A. Filorimo/G. Daly, 4/0/0.
- The proposal for \$16,000 from Thermal Solutions to remove and re-install the roof-top HVAC units and associated duct work as needed for the proposed roof work was approved.

The meeting was adjourned at 9:10 pm. D. Zimmerman/. 4/0/0.

Respectfully submitted by B. Skelly.