

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

August 7, 2018

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

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

ADOPTION OF THE AGENDA

The agenda was adopted. A. Filorimo/G. Daly, 7/0/0.

PUBLIC COMMENT - None

APPROVAL OF MINUTES

The minutes of the July 10 Regular meeting were approved as corrected. H. Rose/A. Filorimo, 7/0/0.

TREASURER'S REPORT

The Operating Fund schedule of claims dated August 7, 2018 for \$49,893.19 for check numbers 27290-27364 was approved. M. O'Keefe/G. Daly, 7/0/0.

The listed prepays for \$42,104.11 for check numbers 27262-27289 were approved.

D. Zimmerman/R. Carpenter, 7/0/0.

Payroll dated 7/13/2018 for \$45,012.82 and payroll dated 7/27/2018 for \$46,727.49 were approved. G. Daly/A. Filorimo, 7/0/0.

The financial reports for July 2018 were approved. R. Carpenter/M. O'Keefe, 7/0/0.

DIRECTOR'S REPORT

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

Survey returns are coming in more slowly.

Linda Aube will change from full-time to part-time in early October. A part-time clerk will assist and Rita Alfano will go back to full time in September and will oversee and assist as needed.

Roof Services provided a proposal for the roof replacement. Two others are pending. Thermal Solutions will provide a proposal for their portion of the job.

Recently, the Mid-East zone of the HVAC system failed. New units were installed along with a new digital thermostat.

East Quogue residents were sent a post card reminding them to renew their cards or apply for one at Hampton Bays.

One of the part-time custodians resigned due to a new full time position at the East Quogue School. A job posting was placed in the library, on the website, and an ad was taken in the Southampton Press.

Our customer service rep from CCP came out to review our print management contract and to discuss solutions for the photo scanner that is no longer working, as well as a replacement for the printer in the children's department.

Staff from SCLS came out to review loan rules for various collections and to clarify some issues that have arisen since the last upgrade to the circulation system.

Susan will pick up the ballot boxes from the Board of Elections for next week's Budget Vote.

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: Various programs were publicized in the SH Press and in Newsday.
- Strategic Planning: No report.
- Foundation: No Report.

OLD BUSINESS

- Community Survey returns are slowing down. The survey will remain open through September.

NEW BUSINESS None

The meeting was adjourned at 8:45 pm. H. Rose /M. O'Keefe. 7/0/0.

Respectfully submitted by H. Rose.