

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

**December 4, 2018**

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

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

**ADOPTION OF THE AGENDA**

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

**PUBLIC COMMENT**

None

**APPROVAL OF MINUTES**

The minutes of the November 6 Regular meeting were approved as corrected.

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

**CORRESPONDENCE**

The Consulate sent an official thank you note for the use of the Helen Gould room in November. Several members of the staff thanked the Board for the Annual Dinner meeting.

**TREASURER'S REPORT**

The Operating Fund schedule of claims dated December 4, 2018 for \$45,746.34 for check numbers 27663-27722 were approved. H. Rose/A. Filorimo, 7/0/0.

The listed prepays for \$26,663.61 for check numbers 27643-27662 were approved.

M. O'Keefe/R. Carpenter, 7/0/0.

Payroll dated 11/2/2018 for \$47,603.08, payroll dated 11/16/2018 for \$45,059.03, and payroll dated 11/30/2018 for \$45,391.73 were approved. G. Daly/M. O'Keefe, 7/0/0.  
7/0/0.

The financial reports for December 2018 were approved. R. Carpenter/H. Rose, 7/0/0.

**DIRECTOR'S REPORT**

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

Requests for information were made by Gayle Lombardi for insurance policies, meeting room use policy, and the certificate of insurance from the Consulate. All were provided. She additionally questioned a donation made by HBBA.

Dom helped to reorganize areas in the basement to make more room for archives and to make a separate area for other storage needs for staff materials. The visit from the Mexican Consulate went smoothly. Rita and the Department Heads did a great job overseeing things while I was on vacation.

**COMMITTEE REPORTS**

- Bylaws & Policy: No report.
- Building & Grounds: No report

- Capital Endowment: No report.
- Friends of the Library: Met on 11/25.
- Nominations & Personnel: No report.
- Publicity: Several programs were publicized in the SH Press and in Newsday.
- Strategic Planning: The iPad drawing, for those that participated in the survey and provided their contact information, will take place on Wednesday, December 19 at 3pm. Susan will ask the Ukulele Club to play. Refreshments will be provided.
- Foundation: No Report.

### **OLD BUSINESS**

- The LED light installation is still in progress. Some lighting strips were damaged in shipping, additional sizes were needed and ballasts for the emergency lights are on order.

### **NEW BUSINESS**

- The hiring of Katerina Reich, pt. Page, on 11/2/2018, was approved. M. O'Keefe/A. Filorimo, 7/0/0
- The proposal for the Annual Audit from Al Coster was approved. R. Carpenter/G. Daly, 7/0/0.
- The proposed suggested policy for Cash and Other monetary Gifts and Donations was approved. D. Zimmerman/G. Daly, 7/0/0.
- The disposition of broken and unused furniture and shelving was approved.

The meeting was adjourned at 9:33 pm. D. Zimmerman.

Respectfully submitted by H. Rose.