

**HAMPTON BAYS LIBRARY BOARD OF TRUSTEES**  
**Minutes of the August 4, 2020 regular meeting**

President D. Zimmerman called meeting to order at 6:59 pm

Present: G. Daly, R. Carpenter, H. Rose B. Skelly, F. Baker, T. Filorimo, S. LaVista

Absent: None

The agenda was adopted. B. Skelly/H. Rose 7/0/0

The minutes of the July regular meeting were approved, R. Carpenter/B. Skelly 7/0/0.

Correspondence: A letter was received from the attorneys for the estate of Mary Elizabeth Squires informing the Board that the bequest to the library was not funded as there was not enough money in the estate to pay all specific bequests.

Treasurer's Report

- The listed prepaids for \$19,148.12 for check numbers 29234-29247 were approved. A. Filorimo/G. Daly. 7/0/0
- The schedule of claims dated 7/7/2020 for check numbers 29248-29279 in the amount of \$12,315.53 was approved. H. Rose/A. Filorimo. 7/0/0
- The payrolls were approved as follows: payroll dated 7/10/2020 for \$48,911.87 and payroll dated 7/24/2020 for \$50,174.67. R. Carpenter/F. Baker. 7/0/0
- Financial Reports for July 2020 were approved. H. Rose/A. Filorimo. 7/0/0

Directors Report:

-Susan reported that the library opened on July 23<sup>rd</sup>, with a modified schedule of days and hours. She reported that it has gone very smoothly and the number of patrons coming in is very manageable. Patrons are complying with the mask policy with only a few minor exceptions. At the end, each patron put their mask on. Patrons are abiding by the time limits and are grateful to be back. They are so happy to see the staff.

-We continue to work with the Census people to promote and facilitate it as much as possible. We are putting fliers in every bag at Circulation, and they are posted in each department.

-The Teen and Children's department are trying to keep in touch with the school so they can be prepared for the new school year. We do not know at this time what the schedules will be for the various grades other than they will be not be full time and a combination of classroom and remote learning will take place.

-A new print management system called Cybrarian was installed at the recommendation of Fluid Imagery. The old program, Cassie, was outdated and didn't support wireless printing, which is very much in demand now. It turned out to be quite a challenge to install

-Susan did a walk around the building and noted a number of areas that she thought need attention. She suggested a Building & Grounds walk around, and a consultation with Madeline O'Keefe.

Committee Reports: None

The Friends met informally to brainstorm and connect. They plan to print and sell a Library themed calendar as a fund raiser.

Old Business: The Annual Appeal was discussed. It was agreed that we will do another mailing this year in September.

New Business:

- A recommended Building Procedures document for staff and patrons for use during the COVID pandemic was approved. A. Filorimo/R. Carpenter. 7/0/0.
- The resignation of part-time page, Christian Pensa, effective July 8, 2020, was accepted. F. Baker/A. Filorimo. 7/0/0

The meeting was adjourned at 8:50 pm pm. H. Rose/F. Baker 7/0/0.