

HAMPTON BAYS LIBRARY BOARD OF TRUSTEES
Minutes of the December 7th, 2020 regular meeting

Present: D. Zimmerman, G. Daly, H. Rose, F. Baker, B. Skelly, A. Filorimo, R. Carpenter, and S. LaVista

Guests: V. Urbelis and R. Alfano

The meeting was opened at 7:04 pm by President D. Zimmerman.

The agenda was adopted with an addition of Capital Reserve to Old Business. G. Daly/ F. Baker 7/0/0

The minutes of the November 2, 2020 Regular Board Meeting were approved. B. Skelly/ G. Daly 7/0/0

Treasurer's Report:

The schedule of claims dated 12/1/2020 for check numbers 29514-29548 in the amount of \$33,896.98 was approved. H. Rose/ B. Skelly 7/0/0

The listed prepays for \$26,181.72 for check numbers 28102-29513 were approved. R. Carpenter, G. Daly 7/0/0

The payroll dated 11/13/2020 for \$50,541.98, and payroll dated 11/27/2020 were approved. G. Daly/ H. Rose 7/0/0

The financial reports for November 2020 were approved. A. Filorimo/ F. Baker

Director's Report:

Publicity contact list was given to Barbara. She had gone to SH Press in the hopes of getting more coverage but wanted to make sure she had accurate information before persisting.

Everyone seemed to agree that Hampton Bays is often neglected, despite us doing the same programs as other libraries that get a lot of coverage.

A committee consisting of Susan, Vicky Urbelis and Christine Fitzgerald interviewed candidates for the replacement of Head of Reference to replace Mary Ann Carcich. The committee unanimously chose Rita to fill the position. Susan will be interviewing candidates for the Head of Circulation Department with Vicky and Rita in the coming week. The library received 7 resumes, with 3-4 being qualified.

Susan discussed using Fluid Imagery to finish what they've started but moving forward, she would like to consider having someone on staff to handle all the IT needs. Most surrounding libraries have one (or multiple) on staff. Potential job description and pay for an employee like this was discussed. Susan said she would look into this. Rita and Vicky were extremely helpful in facilitating the return to Cassie, the original print management system, after Cybrarian turned out to be a poor fit. We expect to receive a full refund from Cybrarian.

The rise of COVID cases in Hampton Bays is being closely watched, and Susan shared the COVID-19 Micro-Cluster Continuation of Operations Plan for Hampton Bays. While there are samples of plans to reference, our plan is specific to our building and community. Since being classified as a Yellow Zone, Susan met with department heads to discuss being ready to switch over to remote services, if and when necessary.

The library's insurance company called for additional information and a copy of the surveillance video regarding the man who recently fell on the stairs. They also requested to speak with the

staff members who provided assistance until the ambulance arrived. The need for a new, more user-friendly security system with longer retention capability was mentioned since the current system is unreliable. The new NY Paid Sick Leave, an increase of minimum wage and other budget increases will make this a challenge. Susan will look into a grant to partially fund this in the new year.

The staff development day was very productive, but some staff felt that it wasn't enough, especially since there was no social aspect included. The time was spent discussing, revising, and finishing the library's strategic plan.

Dom reported that we need a new water heater. He contacted Mulvey and as a result it was recommended to replace it. Susan wasn't sure of the price, and what it would cost to install, but she will follow up. Susan also gave Dom a RFP to use when meeting with new potential landscapers. In his report he mentioned that he contacted 3 landscapers.

Committee Reports:

Bylaws and policies didn't meet but NYS Sick Leave Law has changed and the revisions were distributed. Funding this law as well as distribution was discussed. There will be a need for a committee meeting to approve this and this will be discussed again under Old Business at the January meeting. The COVID-19 Micro-Cluster Continuation of Operations Plan for Hampton Bays was also reviewed.

The Friends met and they are alive and well! Grace enjoyed attending and was very impressed with all the officers. They have an event director Katherine Taylor who is organizing a Santa drive by on Friday December 18th. Susan asked for board approval to close the library early. However, with the recent spike in COVID cases, alternate scenarios are being considered. Nominations and Personal met to discuss board officer appointments for the coming year as well as Susan's annual review.

Strategic planning met and Barbara emailed the report.

Old Business:

The Board reviewed the balance in the Capital One Bank account, which holds the library's Capital Reserve funds

New Business:

There were no personnel actions.

Susan did not provide copies of the Baldessari & Coster proposal, but the fee increased minimally from last year and the board agreed to proceed. Susan will email us the proposal for our review and to discuss under Old Business for January. The proposal from Baldessari & Coster for the 2020 Annual Audit was approved. A. Filorimo/ F. Baker 7/0/0

The SCLS Budget for 2020 was approved. R. Carpenter/ A. Filorimo 7/0/0

The COVID Micro-Cluster strategy was approved. H. Rose/ B. Skelly 7/0/0

The NY Paid Sick Leave use policy was approved. A. Filorimo/ G. Daly 7/0/0

Susan is still working on minor changes to the final 2021 Budget. She will send copies to the Finance committee for review and approval.

The meeting went into executive session at 9:12 pm. H. Rose/ B. Skelly 7/0/0

Respectfully Submitted by H. Rose