

HAMPTON BAYS LIBRARY BOARD OF TRUSTEES

Minutes of the February 4, 2020 regular meeting

President David Zimmerman called the meeting to order at 7:04 p.m.

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

Absent: T. Filorimo.

ADOPTION OF THE AGENDA

The agenda was adopted as amended. H. Rose/R. Carpenter, 6/0/0.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

The minutes of the January 7 Organization meeting were approved as amended, R. Carpenter/H. Rose, and the Minutes of the January 7 Regular meeting were approved. F. Baker, H. Rose, 6/0/0.

CORRESPONDENCE

A thank you note from Christine Fitzgerald for her raise.

TREASURER'S REPORT

The Operating Fund schedule of claims dated 2/4/2020 for check numbers 28841-28890 in the amount of \$19,827.59 was approved. R. Carpenter/H. Rose. 6/0/0.

The listed prepays for \$27,156.56 for check numbers 28817-28840 were approved. B. Skelly/D. Zimmerman. 6/0/0.

The payroll dated 1/10/2020 for \$49,787.81 and payroll dated 1/24/2020 for \$55,415.86 were approved. B. Skelly/H. Rose. 6/0/0.

The financial reports for December and the year-end 2019 and for January 2020 were accepted. R. Carpenter/F. Baker. 6/0/0.

DIRECTOR'S REPORT

Department reports were received and discussed.

A new IT company, Fluid Imagery was hired. They are familiarizing themselves with our systems, setup and equipment, and will make recommendations for upgrades and improvements soon. They installed a security program and took an inventory of all computers, printers etc.

There were two incidents: A patron who had passed out at public computers was later found on the floor of the public restroom. He was able to leave on his own. An unlocked bicycle was stolen from in front of the Library and police were called.

Personnel reviews are in progress. The annual NYS Sexual Harassment Awareness training for all employees is in progress.

There have been sporadic Cablevision outages affecting phone service and internet connections.

Susan and staff have attended several meetings and trainings regarding the upcoming Census. Preparations for the Annual Audit are in progress.

Susan worked with Trustees Barbara Skelly and Grace Daly to set up Skype so they could participate in the next Board meeting remotely.

COMMITTEE REPORTS

- Bylaws & Policy: No meeting.
- Finance & Capital Endowment: Met 1/23 to discuss interest rates, and establishing a Capital Reserve fund. The bond account will be closed now that it is paid off and the balance will be transferred to the reserve account.
- Friends of the Library: Met January 27.
- Nominations & Personnel: No meeting.
- Publicity: No report
- Strategic Planning: No meeting.
- Building & Grounds: No meeting.

OLD BUSINESS None

NEW BUSINESS

- The hiring of Shawn Klopfer, pt. Circulation clerk and Adult page on 1/2/2020, was approved. R Carpenter/H. Rose, 6/0/0.
- The resignation of David Belmont on 12/9/2019, was approved, 6/0/0.

The meeting was adjourned at 8:45 pm.
D. Zimmerman/R. Carpenter.

Respectfully submitted by H. Rose.