

**HAMPTON BAYS LIBRARY BOARD OF TRUSTEES**  
**Minutes of the July 7, 2020 regular meeting**

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

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

Absent: H. Rose

The agenda was adopted. G. Daly/B. Skelly 6/0/0

The minutes of the June 2 regular meeting were approved, A. Filorimo/R. Carpenter 6/0/0, and the minutes of the special meeting on 6/26 were approved, B. Skelly/G. Daly 6/0/0.

A letter and donation to the children's department was made by Regina Carpenter's book club in memory of Pat Dash. Colorful accent rugs were purchased with the funds.

**Treasurer's Report**

- The listed prepaids for check numbers 29158-29190 in the amount of \$47,004.10 were approved. A. Filorimo/D. Zimmerman. 6/0/0
- The schedule of claims dated 7/7/2020 for check numbers 29191-29233 in the amount of \$42,149.58 was approved. F. Baker/R. Carpenter. 6/0/0
- The payrolls were approved as follows: 6/12/2020 for \$50,238.32 and payroll dated 6/26/2020 for \$48,775.77. R. carpenter/G. Daly. 6/0/0
- Financial Reports for June 2020 were approved. A. Filorimo/F. Baker. 6/0/0

**Directors Report:**

-Kevin Verbesey held a meeting with the contract district libraries. SCLS will use last year's contract numbers for all contract district card renewals. For the 2019/2020 year ending June 30, Hampton Bays had 622 East Quogue Patrons, and the contract value was \$186,086.52.

-Staff are preparing to open. Everyone is trying to maintain the 6 foot distance and all are wearing masks most of the time. They must wear one if they need to be closer than 6ft. More PPE was ordered. The partitions are partially installed and Bob Nankervis will return on Monday to complete the work.

-The July/August newsletter was mailed on Thursday. It is longer than the last two at 12 page. We are continuing to do all programs remotely via Zoom and other platforms. Staff are being trained on the new curbside service app. Patrons are very happy to be able to get materials and even more so to see staff even if it's just at the door when picking up materials.

-Ten mobile hotspots were ordered, and we will be installing 2 wireless boosters to improve outside internet access.

-Census workers report low numbers for the East End and asked us to promote it. We are including reminder fliers with every check out.

-Our irrigation co, Infinity, has not responded to several calls for service. Dom said that Paul at Hampton Woods has been making some repairs on his own. Paul is knowledgeable on how the

system works and he is proposing to take on the servicing of that system. He will provide a written proposal.

-Meetings with the East End Directors and Kevin Verbesey continue via Zoom or conference call. We are sharing our opening plans. We all seem to be opening on the same week, July 13.

#### Committee Reports:

The Personnel Committee met on 6/26 to discuss a payroll error.

The Friends met informally to brainstorm and connect.

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

#### New Business:

The suggested policy requiring staff to wear face masks was approved. R. Carpenter/F. Baker. 6/0/0.

The meeting was adjourned at 8:45 PM. R. Carpenter/A. Filorimo 6/0/0.