

**HAMPTON BAYS LIBRARY BOARD OF TRUSTEES**  
**Minutes of the June 2, 2020 regular meeting**

President D. Zimmerman called meeting to order at 4:22 pm

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

The agenda was adopted. R. Carpenter/B. Skelly/0/0

The minutes of the May 5 regular meeting were approved as amended. F. Baker/H. Rose 7/0/0

No correspondence.

**Treasurer's Report**

- The listed prepays for check numbers 29110-29133 in the amount of \$46,585 were approved. H. Rose/G. Daly 7/0/0
- The schedule of claims dated 6/2/20 for check numbers 29134-29157 for \$27,369.13 was approved. H. Rose/D. Zimmerman 7/0/0
- The payrolls were approved as follows: payroll dated 5/1/2020 for \$50,973.30, payroll dated 5/15/2020 for \$50,334.36 and payroll dated 5/29/2020 for \$49,032.39. F. Baker/G. Daly 7/0/0
- Financial Reports for May 2020 were approved. R. Carpenter/D. Zimmerman 7/0/0

**Directors Report:**

-Business office staff and I continued to come in as needed to do payroll, pay bills etc. Regina Carpenter comes in to sign checks and transfers. A few employees came in to retrieve materials for online programs.

-Several unemployment claims for employees that were laid off from other jobs have been time consuming

-Dom and the custodians are doing "deep cleaning" in preparation for opening. PPE including masks and gloves, and face shields were ordered, much of it through coordinated orders via SCLS. Susan met with the contractor about installing partitions for the public desks including reference, circulation, children's and teen, as well as the back office for Donna and Vicky.

-Susan requested a proposal for a new entry to the staff bathroom and kitchen, which will decrease traffic through the back office. She also asked for a proposal to reorient the teen desk against the wall as previously discussed. These projects may be eligible for a construction grant.

-Many libraries and organizations have shared resources, programs, webinars and more which were forwarded to the departments. Reference staff continues to add new information to the website and will continue to do as we come across them. The departments continue to provide creative and informative online programs.

-Susan continued to hold weekly staff meetings via Zoom with full and part-time staff. It's been important to keep everyone connected to share ideas, discuss reopening and how our services will change. There is a lot of anxiety about reopening and concerns about maintaining safe distancing etc. It is our plan to have some FT staff resume working soon and others will continue to work remotely as we are strictly limited to the number of people allowed in the building.

-The East End Directors continued to meet weekly. There is a lot of support and sharing of problems, concerns and ideas. Kevin Verbesey continues to hold weekly conference calls and the information he provides is valuable as are the questions and comments from other Library Directors.

-A shortened newsletter went out for June. July/August should be more pages but still shorter due to continued remote programming. Based on current information it is not likely that patrons will be allowed in the library through the summer and we that will continue to do online programs via Zoom and other platforms. Staff watched a webinar about curbside service and an app was demoed. Many libraries plan to use it and Susan ordered it as well. Staff continue to call patrons and they are so grateful and happy to hear from us!

Meetings (weekly meetings include Staff meetings, East End Directors and Kevin Verbesey):

5/12 Libraries and unemployment webinar

5/21 Kevin Verbesey re Contract Services

Census meeting re big push needed – the count on the East End is very low.

Webinar on Curbside pickup.

5/25 The Friends did not meet but Susan had a conversation with Emily about the book store and whether they can operate while the library is closed.

Committee Reports:

There were no committee meetings.

The Friends met informally to brainstorm and connect.

Old Business: none

New Business:

The Annual Audit, prepared by Baldacci & Coster, was accepted: F. Baker/G. Daly 7/0/0

COVID 19 Reopening plan, Safety Plan: H. Rose/A. Filorimo 7/0/0

Susan presented the plan for re-opening which was discussed and approved.

- Phase 1: Staff will begin to work periodically in the building on 6/3, with no more than 50% of the usual number of staff in building. Staff will get building ready to begin receiving books from patrons to safely return. The goal is to begin this by 6/15 and returned materials will be quarantined in the Helen Gould Room for 3 days to decontaminate them.
- Phase 2: Beginning later in the month or early July, patrons will be able reserve material for curbside pickup using a new software called CAPIRA.
- Phase 3: Allow limited patrons in building. Although Phase 3 may be a few months away, Susan and staff will meet to discuss safe practices for staff and patrons when we reopen.