

HAMPTON BAYS LIBRARY BOARD OF TRUSTEES
Minutes of the November 2nd, 2020 regular meeting

President D. Zimmerman called meeting to order at 7:03 pm

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

Absent: A. Filorimo

Guest: Staff members V. Urbelis and R. Alfano

The agenda was adopted as corrected. H. Rose/B. Skelly 6/0/0

The minutes of the October regular meeting were approved. G. Daly/F. Baker. 6/0/0.

Correspondence: A thank you note from A. Filorimo was received.

Treasurer's Report

The schedule of claims dated 11/2/2020 for check numbers 29445-29490 in the amount of \$33,986.64 was approved. R. Carpenter/G. Daly 6/0/0.

The listed prepays for \$29,924.60 for check numbers 29422 -29444 were approved. H. Rose/D. Zimmerman. 6/0/0.

The payroll dated 10/2/2020 for \$49,764.40, and payroll dated 10/16/2020 for \$49,460.06, and the payroll dated 10/30/2020 for \$49,986.99 were approved. F. Baker/R. Carpenter. 6/0/0

The financial reports for October 2020 were accepted. H. Rose/G. Daly. 6/0/0

Directors Report:

Department reports were reviewed. Susan reported that she took a much needed vacation. Rita and Vicky provided assistance as needed while she was away.

Some staff are still anxious about dealing with the public but Susan assured them that the Library has taken every precaution possible to ensure their safety while at work. Reopening to patrons went smoothly and we expect continue with the current schedule for the time being. Susan said that programs are still being offered remotely via Zoom and other platforms. They have been reasonably well attended. The "curbside" app is still in use for picking up holds.

A few small library programs resumed in the lower program room such as a book club or the ukulele club, with a strict limit of up to 10 patrons with 6 feet social distancing enforced. The teens and children's departments had plans to do a few programs with the same limits. At this time, due to COVID cases in the school, both the Children's & Teen departments have held off on in-library programs. Department staff and Dom regularly sanitize areas that the public touch. A few libraries remain closed or are only providing curbside service.

Susan reported that a patron had fallen on the steps while leaving the library. Staff were notified and the police were called. The patron was taken by ambulance to the hospital. It was evident after viewing security camera footage that the patron simply missed the step and there were no obstacles that caused him to fall. A preliminary report was sent to the library's insurance company.

A staff member is out on Paid Family Leave due to a family member needing care after an accident. The paperwork was very time consuming.

The Board approved for the library to be closed on elections day. Staff worked from home. Susan stayed in the lobby for the day to ensure that no one ventured into other areas of the library.

The Board approved the proposal from Roof Services to repair the leak in the lower corner near the book store entrance.

The meeting was adjourned at 9:03 pm. R. Carpenter/G. Daly 6/0/0.