

Hampton Bays Public Library

Minutes of March 2, 2021 Regular Meeting

Present: D. Zimmerman, G. Daly, H. Rose, F. Baker, A. Filorimo, K. Dunn and S. LaVista.

Present via Zoom: B. Skelly

Guest: V. Urbelis

The meeting was opened at 7:04 pm by President B. Skelly.

The agenda was adopted. D. Zimmerman/F. Baker 7/0/0

Public Comment: There were no public comments.

The minutes of the February 2, 2020 Regular Board Meeting were approved. K. Dunn /H. Rose 7/0/0

Treasurer's Report:

The schedule of claims dated for 3/2/2021 in the amount of \$101,412.26 was approved. G. Daly/ K. Dunn 7/0/0

The large amount was discussed, and David pointed out it was high this month mainly due to the SCLS Overdrive fee of \$67, 938.00. Susan said she would look to see what this fee was last year as a comparison.

The listed prepays for check numbers 29685-29703 in the amount of \$32,017.98 was approved. K. Dunn/ G. Daly 7/0/0

The payroll dated 2/5/2021 for \$53,364.97 and payroll dated 2/19/2021 for \$51,880.44 were approved. A. Filorimo/ H. Rose 7/0/0

The financial reports for March 2, 2021 were approved. H. Rose/ F. Baker 7/0/0

Director's Report:

The library staff feels fortunate that no staff has tested positive for COVID after working in the library. There were 5 staff that quarantined due to exposure outside of the library. In all cases, they tested negative before returning to work. David had sent some information regarding disinfecting materials instead of quarantining materials, getting them back into circulation sooner. Susan did some research and found that they are very expensive, and Kevin Verbesey said that no other libraires are using them. Susan agreed to talk to the head of circulation, Carole Lingg about changing the HBPL quarantine time from 3 days to 2 days.

While there is no in-person programming (no area libraries have resumed this) Susan is discussing with the department heads the possibility of spring programs being in-person. The lawn out front can be used and is being considered for Children's and Teen's programs. Susan also is looking into sponsoring the Good Ground Summer Movie Series but will wait to see if regulations change concerning group size at outdoor events.

Susan indicated she would present a preliminary budget draft and call a meeting to start the budget process so that we have a budget in early June to present to the public for comments and vote on the second Tuesday of August.

Susan followed up with the Cybrarian program and its cancellation. When Susan started her directorship at the HBPL Cybrarian was already established and had been used for years. Then

in 2011 Cassie was introduced and Susan admitted to being unfamiliar with that program as well. Unfortunately these two programs are similar and having both was unnecessary. Once this was brought to Susan's attention by Fluid Imagery, Susan cancelled Cybrarian, and after trying to see if we could be refunded for some of the time we had both programs, Cybrarian refused.

Committee Reports:

Bylaws and Policy Committee: No meeting

Buildings and Grounds Committee did not meet but Dom has been on vacation and forgot to ask for new landscapers until very recently. He asked 4-5 different landscaping companies to submit a proposal after giving them a brief description of what HWL does for us and what this typically costs. After speaking with each of these companies, he was told by all that they are not taking on new clients, mainly due to shortages in labor. HWL would like to know soon if they'll receive the contract again. While the board is only comparison shopping because we feel it is our responsibility to do so every so often, we are all otherwise very happy with what HWL does for the library. Barbara would like to contact one other company that a few neighbors use and would like them to get the specs of the job so that they too can maybe submit a proposal. The board also asked Susan to have a financial report put together highlighting what HB has spent on landscaping (and specifically HWL) over the past few years.

Finance and Capitol Endowment Committee did not meet.

The Foundation Committee did not meet.

The Friends of the Library met on February 23, 2020. They are very exciting and motivated.

They are working hard to plan for a book fair in May. Their recent Valentine's Day fundraiser was very successful.

Nominations and Personnel Committee did not meet.

Publicity and Social Media Committee did not meet, but Barbara continues to follow-up with the SH Press about HBPL mentions in the Press. While HB was mentioned a few times earlier in the month, we failed to make the paper for the remainder of the month.

Strategic Planning Committee did not.

Old Business:

We discussed the topic of Susan's assistant. While she is working on a job description, she is concerned with being able to offer this person an office space. After discussing a few possibilities, it is still hard to find adequate space, especially with COVID changes.

Barbara discussed the Goals for 2021 and asked to remove both 9 and 10. Susan said that starting soon, a lot more information will need to be put on the website, including these goals. The website will be looked into the next few weeks, specifically if this is even possible with the current website. Susan asked about Goal #10 and consolidating bank accounts to attain the best rate and what specifically she can do to support this goal. Since Capital One is no longer in Hampton Bays, the board did feel it could be beneficial to use another local bank for the reserve account and accrued vacation and sick time pay outs. Susan will also talk to our auditor about the benefits of keeping all of our accounts in one bank. The general consensus is that the board felt comfortable that these are realistic and hopefully attainable goals. Barbara will make a few edits and submit the corrected goals via email for board approval.

The board is happy with the letter to Rechler Co. and Barbara agreed to send it.

New Business:

There was a revision to the NYS Record Retention Law, specifically the M1 resolution was changed to LSG1 Retention and Disposition Law. There will be no consequences for not having the revisions, as there really is no time frame.

The revised NYS Record Retention Schedule was adopted. H. Rose/G. Daly 7/0/0

The board unanimously approved the request from Southampton Town to post requested document on the Library's website.

Susan is still working on the Pandemic Operations Plan as required by NYS and will email it to us when it's completed so that we can take a vote to approve it for the April meeting.

The meeting was adjourned at 9:13 pm.

Respectfully Submitted by H. Rose