

## **Hampton Bays Public Library**

### **Minutes of July 6 Regular Meeting**

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

Guest: R. Alfano and 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

The minutes of the June 1, 2021 Regular Board Meeting were approved as presented. A. Filorimo, G. Daly 7/0/0

#### **Treasurer's Report:**

The schedule of claims dated for 7/6/2021 for check numbers 29963-30009 in the amount of \$46,531.07 was approved. H. Rose/ K. Dunn 7/0/0

The listed prepays in the amount of \$30,153.46 for check numbers 29934-29962 was approved. A. Filorimo/ F. D. Zimmerman 7/0/0

Barbara asked Susan if she had a Fluid Imagery Summary as noted in the Action Plans for our June Meeting. Susan said she would email it to the board soon.

The payroll dated 6/11/2021 for \$51,381.91, and payroll dated 6/25/2021 for \$53,348.59 was approved. H. Rose/ K. Dunn 7/0/0

The financial reports for June 2021. K. Dunn/ F. Baker 7/0/0

#### **Director's Report:**

Susan is very pleased with Donna Eagan. She is delegating more and more responsibilities her way!

Susan has not received responses from some of the art appraisers that she contacted so she made a meeting with Catherine McCormack from M&M Fine Art in Southampton who is a licensed appraiser. After looking at the art she gave some brief opinions which were promising (some of the larger pieces could be \$40 k plus). The board would like to know her fee and commission before proceeding.

Barbara said she would follow up with emails on the letter that was sent to the Reichler's organization since Susan hasn't received anything from them yet.

The recent and past problems with the newsletter were discussed at length. At several meetings, the high expense for Pine Barrens was noted, and now with this month's delay in print, the board would like Susan to contact other printers. Erick Gordy has some experience doing print layouts and offered to take on the library's newsletter, designing the layout that would ultimately be sent out to a printer. Rita mentioned Searles Graphics and her positive experience with them. The board would like Susan to get new quotes from Pine Barrens for just the printing and a quote from Searles.

#### **Committee Reports:**

Bylaws and Policy Committee did not meet but Susan edited the Board of Trustee By-Laws and gave copies out at the meeting. Dave pointed out that the bi-laws still refer to the Financial Officer as the Treasurer and Susan will go back and change the titles for this.

Buildings and Grounds Committee did not meet but Kathy, Frank, and Barbara will try and make a building and grounds meeting and include Dom in July.

Finance and Capitol Endowment Committee did not meet.

The Friends of the Library met on June 22nd.

Nominations and Personnel Committee did not meet.

Publicity and Social Media Committee did not meet.

Strategic Planning Committee did not meet.

#### **New Business:**

The following personnel actions were approved. The hiring of Donna Eagan, part-time administrative assistant on 6/3/2021 was approved and accepted. The hiring of Vincent Fattizzo, part-time circulation clerk on 5/26/2021 was approved. The resignation of Emily Eisemann, part-time circulation clerk on 5/24/2021 was accepted. The resignation of Meredith Conlon, part-time page on 6/8/2021 was accepted. D. Zimmerman/ K. Dunn 7/0/0.

The board approved the adoption of Juneteenth as a legal holiday to be added to the schedule of holidays observed/days closed list. K. Dunn/ H. Rose 7/0/0

It was decided that the board would like to have a separate meeting to discuss the staff's wish list. The board would like these items prioritized before making any further decisions. The three department heads who submitted the most requests for the meeting will meet with a quorum of board members sometime in July. The next Library Board Meeting will be August 3, 2021 at 7:00 pm.

The meeting was adjourned at 9:15 pm.

Respectfully Submitted by H. Rose

**Action Items:**

1. (from April) Book Store Space Issues/Clean Up/Dump Bin
2. (from May) Russian Art Appraisals
3. (from May) Security Camera Proposals
4. (from May) Better Books (Rita follow up-by Sept)
5. Bldg. & Grounds Meeting to Create Plan
6. Wish List Meeting to Evaluate & Prioritize
7. Newsletter Proposals