

## **Hampton Bays Public Library Minutes of June 1, 2021 Regular Meeting**

Present: D. Zimmerman, G. Daly, H. Rose, F. Baker, K. Dunn, B. Skelly, A. Filorimo and S. LaVista.  
Guest: none

The meeting was opened at 7:03 pm by President B. Skelly.

The agenda was adopted with the addition of bank transfer, Susan's assistant, and handrail paint added to Old Business. The library's reopening plan was added to New Business. F. Baker/ H. Rose 7/0/0

Public Comment: There were no public comments.

The minutes of the May 4, 2021 Regular Board Meeting were approved with revisions. K. Dunn/ D. Zimmerman 7/0/0.

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

The schedule of claims dated 6/1 for check numbers 29896-29933 in the amount of \$49,930.78 was approved. K. Dunn/ H. Rose 7/0/0

The listed prepaids for check numbers 29750-29770 in the amount of \$26,292.34 was approved. B. Skelly/ K. Dunn 7/0/0

The payroll dated 5/14/2021 for \$52,014.05 and payroll dated 5/28/2021 for \$52,180.42 were approved. H. Rose/ K. Dunn 7/0/0

The financial reports for May 2021 were approved. A. Filorimo/ F. Baker 7/0/0

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

Susan posted ads for the Administrative Assistant and had lots of success using Indeed.com. Of all the candidates she felt Donna Egan was the highest qualified candidate and Donna has eagerly accepted the position. Susan is very happy with this choice. Dom will get a laptop to use in his office area and Donna will take office space where he was previously. Susan has an idea of what tasks to turn over to Donna and that list will evolve as they continue to work together.

Susan reached out to several art appraisers and she is still waiting to hear back from one that is interested, but as with all appraisers, this will require a fee.

Susan cleaned up the Library's Bylaws and needs to schedule a meeting for final approval. Barbara had asked what happens if a committee cannot effectively schedule a meeting, she was wondering if she can substitute for an absent member so that meetings can still take place.

The board also agreed to remove Foundation from our monthly agendas since the committee has not met in the past few years.

The error in the YA Board Report was noted. The board previously voted to NOT host a Little Free Food Pantry for a variety of reasons. The committee report stated that with the boards permission they will go ahead and find volunteers to build and execute the food pantry, but this is not true.

Susan mentioned that the library staff will not be quarantining material anymore, opening up more space that was previously used to store quarantined material.

### **Committee Reports:**

Bylaws and Policy Committee: No meeting because the committee was unable to meet at specified dates.

Instead, the board reviewed and edited the revised Board of Trustee By-Laws. D. Zimmerman/ K. Dunn 7/0/0

The board voted to remove the Foundation Committee with a final vote of 6:1

Buildings and Grounds Committee did not meet.

Finance and Capitol Endowment Committee did not meet.

The Friends of the Library met on 5/25/2021. The book sale and matching grant donation raised about \$3,800.

Nominations and Personnel Committee did not meet.

Publicity and Social Media Committee did not meet.

Strategic Planning Committee did not meet.

**Old Business:**

The board voted to paint the handrails white but ask the shade match the off white of the existing shutters. The final vote was 6:1

Susan submitted the 2022 final budget draft and she noted that she included new staff (her new assistant and IT staff) in next year's budget but they were not budgeted for this year.

The board approved the final draft of the 2022 budget for the budget vote on August 10. D. Zimmerman/ K. Dunn 7/0/0

The bank transfer from People's to Dime was not able to be complete but will in the next few days as trustees will bring in their ID and sign the appropriate paperwork.

**New Business:**

The board voted to adopt the resolution to require masks to be worn inside the library. 7/0/0

The board voted to approve the change of status for Sheila Kaplowitz from Librarian trainee to Librarian and the hiring of Vincent Fattizzo as Clerk. K. Dunn/ D. Zimmerman 7/0/0

Susan shared the security camera proposals and the estimates seemed varied. Susan has a few questions (specifically to Bristol because of their lower price) and will investigate further before she can make a recommendation. The board suggested Susan call the police department and ask for recommendations from them concerning security upgrades.

**Action Plans:**

1. Barbara will revise and update the committee lists.
2. Space Issues/Book Store Clean Up
3. Russian Art Appraisals
4. Wish List
5. Fluid Imagery Summary
6. Security Camera Proposals
7. Friends/New Resident Welcome Packet
8. Better Books (Rita follow up)

The meeting was adjourned at 9:31 pm.

Respectfully Submitted by H. Rose