

## Hampton Bays Public Library

### Minutes of May 4, 2021 Regular Meeting

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

Present via Zoom: G. Daly and R. Alfano

Absent: F. Baker, A. Filorimo,

Guest: V. Urbelis

The meeting was opened at 7:05 pm by President B. Skelly.

The agenda was adopted. 5/0/0 D. Zimmerman, K. Dunn

Public Comment: There were no public comments.

The minutes of the April 6, 2021 Regular Board Meeting were approved with revisions. K. Dunn, D. Zimmerman 5/0/0

The minutes of the April 30, 2021 Budget Committee Meeting were approved with the request for a more itemized report, specifically from Fluid Imagery, and what we spend annually on contracts, professional fees, and maintenance. K. Dunn, H. Rose 5/0/0.

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

The schedule of claims in the amount of \$66,166.33 was approved. K. Dunn, H. Rose 5/0/0

The listed prepaids for check numbers 29813-29830 in the amount of \$30,390.87 was approved. K. Dunn/ G. Daly 5/0/0

The payroll dated 4/2/2021 for \$52,724.31, payroll dated 4/16/2021 for \$49,509.78, and payroll dated 4/30/2021 for \$51,881.03 were approved. H. Rose, K. Dunn 5/0/0

The financial reports for May 2021 were approved. K. Dunn/ D. Zimmerman 5/0/0

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

Susan posted all of the required documents on the website as required by NYS.

Susan called a few appraisers about the art collection. Everyone was licensed and insured art appraisers. In the Baldessari & Coster Report, they were valued at \$84,500 and Susan seemed to think possibly more. The board agreed to get them appraised and if this is accurate, we should consider selling them. Susan will contact the two appraisers again.

Susan discussed the funds that were distributed and increased due to the CARES act, and these funds were given to SCLS and were used to fund the free downloads that patrons from all libraries were heavily using this past year. She suspects that we will continue to see an increase in use therefore an increase in cost. The board is asking what was spent in the past few years and what happens when the fees surpass the budget. Susan will look into this, as other libraries will have similar concerns.

Dom asked Susan about painting outdoor handrails in white. The board thought best for him to do a small sample to decide. Susan suggested having him paint the railings by the Children's Room Emergency Exit.

#### **Committee Reports:**

Bylaws and Policy Committee: No meeting but Susan suggested a few revisions to it. She will make the edits and email to the board for review and approval.

Buildings and Grounds Committee did not meet.

Finance and Capitol Endowment Committee met 4/30/2021.

The Foundation Committee did not meet.

The Friends of the Library met on 4/27/2021. One of the members Julia offered to help the library write and apply for grants. The Friends are planning a cookbook fundraiser this month where they will sell gently used cookbooks as well as gardening and children's books. They are also planning for their next calendar fundraiser and got a local artist to donate his art for the pages of it.

Nominations and Personnel Committee did not meet.

Publicity and Social Media Committee did not meet.

Strategic Planning Committee did not meet.

### **Old Business:**

Barbara and Kathy offered to edit the annual appeal letter and will send to the board for approval. We are hoping to get it in the July/ August newsletter. Kathy will talk to the Friends about getting the word out. The bookstore and cleaning it up and making storage space were discussed again. Susan suggested that the Friends stop accepting large donations in order to get through some inventory. Susan will discuss again with Ellen what can be done to provide more storage and space. Rita mentioned a service called Better Books, who will come and pick up boxed donations of books, a service that could be useful to us. Kathy was curious if there were any decisions made to cut some of our print subscriptions. Susan will look into this along with Rita.

### **New Business:**

The hiring of Tyler Kassten, part time YA Librarian on 4/01/2021, Yahir Tzitzimititla, part time Adult Page on 4/20/2021, Jennifer Quantano, part time Adult Page on 4/20/2021, and the change of status for Debbie Yeager in Circulation to a position in Tech Services were approved. D.

Zimmerman, K. Dunn 5/0/0

Susan will have an updated Draft 2020 budget and Barbara and the finance committee will meet within the month for final approval before school and press submission.

The financial report from Baldessari & Coster was accepted K. Dunn/ D. Zimmerman 5/0/0.

### **Action Plans:**

1. Barbara and Kathy will finalize Appeal Letter and send to all for approval.
2. Susan will bring in 2 assessors for Russian art.
3. Susan will send out for review Bylaw/Policies with minor changes.
4. Vicky U. will poll staff for additional Wish List items.
5. Susan will provide Fluid Imagery broken down costs 2020 and 2021.
6. Kathy to talk to Friends about possible New Resident Welcome Pack.

The meeting was adjourned at 9:38 pm.

Respectfully Submitted by H. Rose