

**MINUTES OF THE REGULAR MEETING OF THE
HAMPTON BAYS LIBRARY BOARD OF TRUSTEES
SEPTEMBER 6TH, 2016**

CALL TO ORDER

President Madeline O'Keefe called the meeting to order at 7:04 p.m.

Present: M. O'Keefe, R. Carpenter, G. Daly, A. Filorimo, H. Rose, D. Zimmerman and S. LaVista. Absent: A. Wilding. Also present: Victor Canseco

ADOPTION OF THE AGENDA

The agenda was adopted. Filorimo/Carpenter, 6/0/0.

PUBLIC COMMENT None

APPROVAL OF MINUTES

The minutes of the July 5th regular meeting were approved as amended. Filorimo/Wilding, 7/0/0.

CORRESPONDENCE:

An email to the teen dept. from Carla Pensa of HBAY Schools thanking the library for hosting the Life Skills classes.

A letter from a former trustee inquiring about personnel records for trustees.

A positive letter from patron B. Latanzio with recommendations for future building plans.

An email from a patron regarding the new insurance requirement.

TREASURER'S REPORT

The Operating Fund schedule of claims dated 9/6/2016 in the amount of \$61,718.99 for check numbers 25293-25368 was approved. Zimmerman/Rose, 6/0/0.

The listed prepays in the amount \$25,820.13 for check numbers 25270-25292 were approved. Carpenter/Daly, 6/0/0.

The payroll dated 8/12/2016 in the amount of \$43,189.71 and payroll dated 8/26/16 in the amount of \$42,424.20 were approved. Daly/Filorimo, 6/0/0.

The Financial reports for August 2016 were approved. Filorimo/Carpenter, 6/0/0

DIRECTOR'S REPORT

Department reports were accepted.

One of the rooftop AC units needed repairs. The security alarm went off several times during the night, caused by a flyer the moved when the AC went on. A new security guard is in place after it was decided that the current guard was ineffective due to frequently needing direction from staff. The wireless system was upgraded and expanded and public and staff computers are in the process of being upgraded with new software. The Battle of the Books team won best costume, and 3rd place in their round.

COMMITTEE REPORTS

- Archives Committee – Meeting to be scheduled.
- Bylaws & Policy NR

- Building & Grounds NR
- Finance & Capital endowment NR
- Friends of the Library: Met August 22nd. There is a candidate for recording secretary. New letterhead was presented.
- Nominations & Personnel NR
- Publicity: NR
- Strategic Planning:
 - Foundation – there was discussion of establishing a Library Foundation and the need for a Foundation Committee to be established as a subcommittee of the Strategic Planning Committee.

OLD BUSINESS

Job descriptions are nearly complete and Susan will review with staff.

NEW BUSINESS

The hiring of Dylan Ameres, pt. page, effective 6/30/2016 was approved. Filorimo/Daly, 6/0/0.

The rehiring of Sandra Cuccia, pt. clerk, effective 7/5//2016 was approved. Carpenter/Rose, 6/0/0.

The change of status for Theresa Ameres from permanent part-time librarian to fill in librarian, effective pay period ending 8/23/2016, was approved. Rose/Zimmerman, 6/0/0.

The change in status for Victoria Urbelis from full-time librarian to Teen Department Head, effective pay period ending 8/23/16 was approved. Carpenter/Filorimo, 6/0/0.

An increase in hourly rate for Stephen Young, librarian trainee, for additional credits per policy, was approved. Rose/Zimmerman, 6/0/0.

Susan recommended salary adjustments using monies that became available due to the recent changes in personnel.

There was a brief discussion regarding an online petition initiated by resident Kara Billingham.

Victor Canseco presented some ideas for a revised building plan at about half the cost of the original proposal. It would be a full renovation of the current building, not an expansion. The plan would still include the purchase of the adjacent property, and there was discussion of the possible use of the existing structure. A visit to the inspect the house will be scheduled.

The Meeting was adjourned at 9:35 p.m. Zimmerman/Carpenter, 6/0/0.

There was no Executive session.

Respectfully submitted by Hilary Rose.