

**Hampton Bays Public Library**  
**Minutes of the Special Meeting of the Archive Committee**  
**Of the Board of Trustees**  
**September 19, 2016**

President Madeline O'Keefe called the meeting to order at 10:06 am.

Present: M. O'Keefe, R. Carpenter, G. Daly, D. Zimmerman, and S. LaVista.

Absent: A. Wilding.

A motion was made to adopt the agenda: D. Zimmerman/R. Carpenter, 4/0/0.

Susan reviewed with the committee the portions of the M-I schedule that are relevant to an Association Library. After some discussion it was agreed that Susan and Regina will go through one year's worth of Financial Records to get a sense of how the boxes are organized and to prepare a clearly written list of what must be retained and for how long. This will be the basis of how other boxes will be sorted and labeled for future retention with disposition dates clearly stated on each box.

There was discussion regarding a request by a local film company to use the library as a backdrop in a scene for a new television series. More information about the nature of the film is needed before a decision can be made.

A proposal in the amount of \$950 from Hampton Woods Landscaping to plant a tree and shrubs using donated memorial funds was approved. It was noted that there are funds remaining that will go towards upgrading another section of the grounds pending approval of the family.  
D. Zimmerman/G. Daly, 4/0/0.

The meeting was adjourned at 11:07 am. R. Carpenter/ D. Zimmerman, 4/0/0.

Respectfully submitted by S. LaVista