

**MINUTES OF THE REGULAR MEETING OF THE
HAMPTON BAYS LIBRARY BOARD OF TRUSTEES**

January 3, 2017

President David Zimmerman called the regular meeting to order at 7:31 p.m. following the Annual Organization meeting.

Present: M. O'Keefe, R. Carpenter, G. Daly, A. Filorimo, H. Rose, and S. LaVista.

Absent: A. Wilding

Guest: Victor Canseco

ADOPTION OF THE AGENDA

R. Carpenter/G. Daly 6/0/0.

PUBLIC COMMENT

APPROVAL OF MINUTES

The minutes of the December 6 regular meeting were approved. Wilding/Rose, 6/0/0.

The minutes of the December 13 special meeting were approved. R. Carpenter/H. Rose 6/0/0.

CORRESPONDENCE & PUBLICITY

A letter from a patron thanked the Library for providing tech assistance and commended staff member R. Alfano for her patience and expertise.

TREASURER'S REPORT

The Operating Fund schedule of claims dated 1/3/2017 in the amount of \$16,008.16 for check numbers 25686-25713 were approved. Zimmerman/Wilding, 6/0/0.

The listed prepays in the amount \$49,871.74 for check numbers 25621-25716 were approved. R. Carpenter/M. O'Keefe, 6/0/0.

The payroll dated 12/2/2016 in the amount of \$42,028.16 and payroll dated 12/16/2016 in the amount of \$45,209.25, and payroll dated 12/27/2016 in the amount of \$45,258.86 were approved. M. O'Keefe/G.Daly, 6/0/0.

The Bank Reconciliations for November 2016 were approved. Daly/ Rose, 6/0/0.

Note: the financial report for December will be presented at the February meeting.

DIRECTOR'S REPORT

The new B&G manager is doing very well. The cleaning service will be terminated. A new unemployment provider should save the library a minimum of \$3,000 annually. Meetings attended were listed. Susan commented on a program she attended at NYLA regarding a sustainability initiative that libraries are encouraged to model.

COMMITTEE REPORTS

- Archives Committee: Susan reported that space in the basement storage area is being cleared and cleaned to make room for records storage.
- Bylaws & Policy: NR

- Building & Grounds: NR
- Finance & Capital endowment: NR
- Friends of the Library: No meeting
- Nominations & Personnel: NR
- Publicity: Discussion centered on getting library activities in the news more frequently and maintaining contacts within local organizations.
- Strategic Planning - Foundation: A Board must be established; formed of people who are interested in the library, are able to make a contribution, and have connections with or the ability to solicit potential donors.

OLD BUSINESS

Building Plans

NEW BUSINESS

Personnel: The hiring of Domenico Pensa, Jr., FT Custodian/B&G manager, effective December 7, 2016 was approved. R. Carpenter/A. Filorimo, 6/0/0.

The 2017 budget was adopted. M. O'Keefe/H. Rose, 6/0/0.

Budget line item transfers to move \$2,000 from children's programs to teen programs were approved. G. Daly/H. Rose, 6/0/0.

The Legal notice for the March 14th Referendum was approved. R. Carpenter/H. Rose, 6/0/0.

The pay out to M. Carcich for accrued sick time over the maximum of 525 hours was approved. R. Carpenter/M. O'Keefe, 6/0/0.

The proposal from Baldessari & Coster to perform the 2016 annual audit for an amount not to exceed \$8,550 was approved. M. O'Keefe/D. Zimmerman, 6/0/0.

The proposal from Appraisal Affiliates for an updated appraisal in the amount of \$800 was approved. R. Carpenter/H. Rose, 6/0/0.

A proposal from Charles Halsey to create high-resolution renderings from drawings provided by Sandpebble, for \$1,200, was approved. M. O'Keefe/A. Filorimo, 6/0/0.

The Meeting was adjourned at 9:45 p.m. Daly/Rose.

Respectfully submitted by Hilary Rose.