

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

August 1, 2017

BUDGET HEARING

The Budget Hearing opened at 7:01 pm

Members of the community present included S. Borkoski, A. Ortiz, and G. Lombardi. There were questions by members of the CAC regarding CPF pilot payments received.

President David Zimmerman called the regular meeting to order at 7:18 p.m.

Present: D. Zimmerman, R. Carpenter, A. Wilding, G. Daly, H. Rose, A. Filorimo (arrived late), and S. LaVista.

Absent: M. O'Keefe

ADOPTION OF THE AGENDA

The agenda was adopted. G. Daly/A. Wilding, 5/0/0.

APPROVAL OF MINUTES

The minutes of the July 11 regular meeting were approved as corrected.

R. Carpenter/H. Rose, 5/0/0.

CORRESPONDENCE

There was no correspondence.

TREASURER'S REPORT

The Operating Fund schedule of claims dated August 1, 2017 for \$42,129.24 for check numbers 26250-26307 was approved. A. Wilding/H. Rose, 5/0/0.

The listed prepays for \$21,285.20 for check numbers 23234-26249 were approved.

A. Wilding/G. Daly, 5/0/0.

The payroll dated 7/14/2017 for \$42,577.83 and payroll dated 7/28/2017 for \$43,490.98 were approved. R. Carpenter/G. Daly, 5/0/0.

The Financial Reports for July 2017 were approved. G. Daly/H. Rose, 5/0/0.

DIRECTOR'S REPORT

Department reports were accepted. Meetings attended were noted.

- The police requested footage of security cameras to try to identify the vehicle involved in a hit and run accident on the corner of Ponquogue and Argonne W.
- On Saturday, 10/4 the library will participate in the Great Giveback, a Day of Service by hosting drives for canned foods, pet supplies and other activities.
- A new program called BrowseAloud, can "read" the contents of a web page aloud for visually impaired patrons, and will be installed on public computers and on the website.
- The landscaper will provide a proposal for additional plantings to replace overgrown and diseased plants.

- Due to problems with the current payroll service, Susan and the business office staff are looking into a new payroll company.
- A student from Stony Brook University School of Social Work will do an internship at the Library for a semester. She will provide one on one sessions for patrons in need of assistance and she will provide staff with training and resources.

COMMITTEE REPORTS

- Archives Committee: The target for emptying the storage unit is the end of September.
- Bylaws & Policy: David will review the By-Laws and Policies and will make recommendations for changes
- Building & Grounds: Priorities will be established and safety related issues will be addressed first.
- Finance & Capital endowment: NR
- Friends of the Library: No meeting in July.
- Nominations & Personnel: Susan will submit her annual self-evaluation to the Board in October. Staff evaluations will be completed before the end of the year.
- Publicity:
- Strategic Planning: NR
- Foundation: Members of the committee have contacted individuals about serving on a Foundation board.

OLD BUSINESS

None

NEW BUSINESS

Personnel Actions:

- The hiring of Alison Pensa, PT Page on 6/22 was approved. A. Wilding/G. Daly, 6/0/0.
- The hiring Michel Payton, PT Page on 6/22 was approved. A. Filorimo/A. Wilding, 6/0/0.
- The hiring of Derek Monfort, PT Custodian on 7/22 was approved. H. Rose/G. Daly, 6/0/0.

Building update: Recent repairs included the replacement of the motor in the big air-handler in the storage area, and replacement of a tank connected to the boiler. Carpet repairs are scheduled, and parking lot work will be scheduled after the summer.

The Meeting was adjourned at 9:06 p.m. R. Carpenter/A. Wilding, 7/0/0.

Respectfully submitted by A. Wilding.