

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

October 3, 2017

Vice President Madeline O'Keefe called the meeting to order at 7:05 p.m.

Present: R. Carpenter, A. Wilding, G. Daly, and S. LaVista.

Absent: H. Rose, D. Zimmerman, A. Filorimo

PUBLIC COMMENT

Members of the public: Shelley Borkoski

A moment of silence was observed to honor the victims of the Las Vegas shootings.

ADOPTION OF THE AGENDA

The agenda was adopted. M. O'Keefe/A. Wilding, 4/0/0.

APPROVAL OF MINUTES

The minutes of the September 5 regular meeting were approved.

A. Wilding/ G. Daly, 4/0/0.

CORRESPONDENCE

There was no correspondence.

TREASURER'S REPORT

The Operating Fund schedule of claims dated October 3, 2017 for \$56,780.67 for check numbers 26404-26483 was approved. R. Carpenter/A. Wilding, 4/0/0.

The listed prepays for \$199,337.87 for check numbers 26396-26403 were approved.

A. Wilding/G. Daly, 4/0/0.

The payroll dated 9/8/2017 for \$44,180.54 and payroll dated 9/22/2017 for \$43,921.27 were approved. G. Daly/A. Wilding, 4/0/0.

The Financial Reports for September 2017 were approved. R. Carpenter/M. O'Keefe, 4/0/0.

DIRECTOR'S REPORT

Department reports were received. Meetings attended were noted.

Susan reported that the storage unit is empty and the account is closed. Dom continues to work on small repairs, painting etc. During scheduled maintenance of the HVAC system it was discovered that the three rooftop heating units are cracked and don't work. Proposals are ready for review; the replacement cost is \$57,500. The internet cable system was upgraded with new equipment from Cablevision. The new payroll system, Accu-Data, is up and running smoothly. The social work intern is ready to begin working in the departments and developed specific programs for patron groups in each department.

COMMITTEE REPORTS

- Archives Committee: The storage unit is closed and the account is closed. Old records are being reviewed.
- Bylaws & Policy: No report.
- Building & Grounds: Speed bumps are needed in the parking lot.
- Finance & Capital endowment: No report
- Friends of the Library: Membership is down but donations are higher.
- Nominations & Personnel: A meeting will be scheduled to review applications for the open trustee position.
- Publicity: No report
- Strategic Planning: Workshop to be held at Riverhead Library on 10/19.
- Foundation: Grace reported that they are still inviting viable candidates at this time.

OLD BUSINESS

None

NEW BUSINESS

Personnel Actions:

- Approved the hiring of Lily Mazzeo, pt. Page, on 6/22//2017. A. Wilding/G. Daly, 4/0/0.
- Approved the hiring of William Theiling, pt. Page, on 8/22/2017.
R. Carpenter/G. Daly, 4/0/0.
- Accepted the resignation of pt. Page Ava Cuccia effective 9/19/2017.
A. Wilding/G. Daly, 4/0/0.
- Accepted the resignation of pt. Clerk Ian Fleury effective 9/19/2017.
A. Wilding/G. Daly, 4/0/0.
- Accepted the resignation of pt. Custodian Paul Jurgielewicz effective 9/24/2017.
G. Daly/A. Wilding, 4/0/0.

Other:

- Approved the listed obsolete items for disposal. R. Carpenter/A. Wilding, 4/0/0.
- Accepted the proposal from Thermal Solutions for replacement of three heating units for a total cost of \$57,500, and a five year extended warranty for \$5,530.00.
R. Carpenter/G. Daly, 4/0/0.

The Meeting was adjourned at 8:50 p.m. R. Carpenter/A. Wilding, 4/0/0.

Respectfully submitted by A. Wilding.