

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

February 6, 2018

President David Zimmerman called the meeting to order at 7:04 p.m.

Present: M. O'Keefe, R. Carpenter, H. Rose, Barbara Skelly and S. LaVista.

Absent: G. Daly, A. Filorimo.

PUBLIC COMMENT None.

ADOPTION OF THE AGENDA

The agenda was adopted. H. Rose/M. O'Keefe, 5/0/0.

APPROVAL OF MINUTES

The minutes of the January 2 Annual Organization meeting were approved.

M. O'Keefe/R. Carpenter, 5/0/0.

The minutes of the January 2 Regular meeting were approved as corrected. M. O'Keefe/H. Rose, 5/0/0.

The minutes of the January 24 Strategic Planning meeting were approved.

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

CORRESPONDENCE

A letter to Teen Staff from Operation Gratitude thanking the teens for the care packages they put together for our military overseas

A letter from the Babylon Animal Shelter thanking the teens for the personalized key chains new pet owners will receive when they adopt a shelter animal.

TREASURER'S REPORT

The Operating Fund schedule of claims dated January 6, 2018 for \$40,273.58 for check numbers 26760-26829 was approved. R. Carpenter/H. Rose, 5/0/0.

The listed prepays for \$43,784.54 for check numbers 26724-26759 were approved.

M. O'Keefe/D. Zimmerman, 5/0/0.

The payroll dated 1/12/2018 for \$46,288.03 and payroll dated 1/26/2018 for \$44,708.92 were approved. R. Carpenter/H. Rose, 5/0/0.

The financial reports for December 2017 were approved. D. Zimmerman/R. Carpenter, 5/0/0.

The financial reports for January 2018 were approved. M. O'Keefe/H. Rose, 5/0/0.

DIRECTOR'S REPORT

Department reports were received. Meetings attended were noted.

Susan signed up the Library for a free Energy Audit. The company inspected every device and piece of equipment in the entire building that uses electricity. A report is pending but may take

some time. The flagpole is leaning badly and a proposal to repair it is pending. Work in the lobby is scheduled for President's day when we are closed. Management of the Adult Pages will shift from Circulation to Reference, which is more common in other libraries. The library was closed for snow on 1/31 but the Auditors came anyway, so Susan spent the day assisting them since there were no options to reschedule.

COMMITTEE REPORTS

- Bylaws & Policy: No Report
- Building & Grounds: No Report
- Finance & Capital endowment: No Report
- Friends of the Library: The Friends have a significant surplus after December. We hope they will fund new chairs for the HG Room
- Nominations & Personnel: No Report.
- Publicity: No Report.
- Strategic Planning: Next meeting will be in April.
- Foundation: No Report.

OLD BUSINESS

Departments are completing their staff reviews.

Work on older archives in the basement is on hold until more space can be established there to make it easier to work on them without carrying boxes upstairs and back again.

NEW BUSINESS

Personnel Actions:

- The resignation of Ted Bruns, pt. Librarian, effective 1/4/2018 was accepted.
R. Carpenter/H. Rose, 5/0/0.
- The resignation of Lily Mazzeo, pt. Page, effective 12/31/2017 was accepted.
D. Zimmerman/M. O'Keefe, 5/0/0.

Dental Insurance by Delta Dental will be offered to full time and regular part-time staff, at their expense, through the NY Library Dental Consortium. D. Zimmerman/M. O'Keefe, 5/0/0.

A new Passport Service will be offered at Hampton Bays Library, pending approval by the U.S. Department of State, New York Passport Agency. R. Carpenter/M. O'Keefe, 5/0/0.

The Meeting was adjourned at 9:23 p.m. D. Zimmerman/R. Carpenter, 5/0/0.

Respectfully submitted by H. Rose.