

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

**October 2, 2018**

President David Zimmerman called the meeting to order at 7:01 p.m.

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

**ADOPTION OF THE AGENDA**

The agenda was adopted. M. O'Keefe/G. Daly 7/0/0.

**PUBLIC COMMENT**

None

**APPROVAL OF MINUTES**

The minutes of the September 4 Regular meeting were approved. A. Filorimo/M. O'Keefe, 7/0/0.

The minutes of the Special Meeting on 9/13/2018 were approved. R. Carpenter/M. O'Keefe, 7/0/0.

**CORRESPONDENCE**

None

**TREASURER'S REPORT**

The Operating Fund schedule of claims dated October 2, 2018 for \$54,757.87 for check numbers 27475-27537 were approved. M. O'Keefe/G. Daly, 7/0/0.

The listed prepays for \$219,678.27 for check numbers 27451-27474 were approved.

H. Rose/G. Daly, 7/0/0.

Payroll dated 09/07/2018 for \$45,729.32 and payroll dated 9/21/2018 for \$46,357.21 were approved.

M. O'Keefe/G. Daly, 7/0/0.

The financial reports for September 2018 were approved. R. Carpenter/H. Rose, 7/0/0.

**DIRECTOR'S REPORT**

Department reports were received and discussed. Meetings attended were noted.

Survey returns are barely trickling in.

Parking lot and roof work are tentatively scheduled for mid-October, weather permitting. The American Legion will permit us to use their parking lot.

The new Social Work Intern from Stony Brook is proving to be very mature and proactive. She has initiated several programs and already has many appointments with patrons.

The NYS Library Construction Grant was submitted and reviewed by the Grant Committee of Directors, who recommended an award of \$58,960 to Hampton Bays. Everything still needs to be reviewed by the State and they will make the final recommendation.

Vicky and Rita represented the Library at the SH Town Community Picnic on 9/8.

Susan reminded the Board about the Annual Trustee workshop at SCLS, to be held this year on November 13. Susan informed the Board that she was taking a few vacation days at the end of October.

### **COMMITTEE REPORTS**

- Bylaws & Policy: No report.
- Building & Grounds: – Thatching and seeding was done.
- Capital Endowment: No report.
- Friends of the Library: Met on 10/22. The Trustee survey results had a number of patrons that expressed interest in working with the Friends.
- Nominations & Personnel: No report.
- Publicity: Several programs were publicized in the SH Press and in Newsday.
- Strategic Planning:
- Foundation: No Report.

### **OLD BUSINESS**

- The Community Survey will be closed and results will be compiled. 726 residents participated.
- Susan is working with the Rep from PAYCHEX to finish the policy manual.
- The LED light installation is in progress. October.

### **NEW BUSINESS**

- The hiring of Kristel Kiiroja, pt. Juv Clerk, on 8/27/2018, was approved. M. O'Keefe/A. Filorimo, 7/0/0
- The hiring of Timothy Cherry, pt. Custodian, on 9/13/2018, was approved. D. Zimmerman/R. Carpenter, 7/0/0.
- The resignation of Dennis Sullivan, pt. Page, on 8/27/2018, was approved. G. Daly/H. Rose, 7/0/0.
- The change of status of Rita Alfano from pt. to fulltime, effective 9/18/2018, was approved. B. Skelly, M. O'Keefe, 7/0/0.
- The Resolution to change the waiting period to 3 months for staff to join NYSHIP, the Library's Health Insurance plan, was adopted. H. Rose/M. O'Keefe, 7/0/0.
- The Board reviewed the draft NYS Anti Sexual Harassment Policy and will adopt it when finalized by the State.

The meeting was adjourned at 9:04 pm. D. Zimmerman.

Respectfully submitted by H. Rose.