

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

**January 8, 2019**

President David Zimmerman called the meeting to order at 7:23 p.m. following the Annual Organization meeting.

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

**ADOPTION OF THE AGENDA**

The agenda was adopted. R. Carpenter/B. Skelly, 7/0/0.

**PUBLIC COMMENT**

None

**APPROVAL OF MINUTES**

The minutes of the December 4 Regular meeting were approved as corrected.

M. O'Keefe/A. Filorimo, 7/0/0.

**CORRESPONDENCE**

None

**TREASURER'S REPORT**

The Operating Fund schedule of claims dated January 8, 2019 for \$22,699.18 for check numbers 27783-27821 were approved. M. O'Keefe/H. Rose, 7/0/0.

The listed prepays for \$50,961.63 for check numbers 27723-27782 were approved.

R. Carpenter/B. Skelly, 7/0/0.

Payroll dated 12/14/2018 for \$46,665.05, and payroll dated 12/28/2018 for \$45,086.89 were approved. H. Rose/M. O'Keefe, 7/0/0.

The regular December financial reports will be presented at the February 2019 meeting. The bank reconciliation reports for December 2018 were approved. R. Carpenter/H. Rose, 7/0/0.

**DIRECTOR'S REPORT**

Department reports were received and discussed.

December was relatively quiet and many members of the staff were sick, some with the Flu.

A vehicle in the parking lot was leaking gas. The fire department was called and they cleaned it up with special material.

A person claiming to be one of our programmers called to cancel her program. We learned that it was not the programmer but someone impersonating her. I encouraged the programmer to file a police report.

Staff enjoyed several days of lunches that were sponsored by the Friends. Many staff also brought in their favorite special treats.

A service call was requested for the lower level AV system. Seasonal decorations and summer reading supplies were relocated to make room for more archive storage.

## **COMMITTEE REPORTS**

- Bylaws & Policy: No report.
- Building & Grounds: No report
- Capital Endowment: No report.
- Friends of the Library: No meeting in December.
- Nominations & Personnel: No report.
- Publicity: Some programs were publicized in the SH Press and in Newsday.
- Strategic Planning: Meetings to be scheduled in January to begin writing the new Long Range Plan.
- Foundation: No Report.

## **OLD BUSINESS**

- The LED light installation is still ongoing. We are waiting for special ballasts for the required emergency lights. As an alternative, Dom is looking into regular wall mount units that might be less costly and will meet code according to the SH Town Fire Marshall.

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## **NEW BUSINESS**

- The hiring of Emily Eisemann, pt. Page, on 11/29/2018, was approved. H. Rose/B. Skelly, 7/0/0
- The resignation of Michel Payton, pt. Page, on 11/15/2018, was approved. M. O'Keefe/G. Daly, 7/0/0.
- The 2019 Operating Budget was adopted. R. Carpenter/B. Skelly, 7/0/0.

The meeting was adjourned at 9:03 pm. D. Zimmerman.

Respectfully submitted by H. Rose.