

Hampton Bays Public Library

Minutes of the January 5, 2021 Regular Meeting

Present: D. Zimmerman, G. Daly, H. Rose, F. Baker, B. Skelly, A. Filorimo, K. Dunn and S. LaVista

Guest: V. Urbelis

The meeting was opened at 7:04 pm by President B. Skelly.

The agenda was adopted with an addition to Old Business to include landscaping and press. D. Zimmerman/ G. Daly 7/0/0

The minutes of the December 1, 2020 Regular Board Meeting were approved. A. Filorimo/ G. Daly 7/0/0

Treasurer's Report:

The schedule of claims dated for January 5, 2021 in the amount of \$11,920.65 was approved. A. Filorimo /G. Daly 7/0/0

The listed prepays for check numbers 29549-29598 in the amount of \$69,869.32 was approved. K. Dunn/ H. Rose, 7/0/0

The payroll dated 12/11/2020 for \$49,725.96, and payroll dated 12/24/2020 for \$52,027.55 was approved. K. Dunn/ G. Daly 7/0/0

The financial reconciliations for December 2020 were approved. A. Filorimo/ K. Dunn 7/0/0

Director's Report:

Vicky Urbelis, Rita, and Susan interviewed several candidates for the Head of Circulation Department. At the conclusion of interviews, the committee unanimously agreed that Carole Lingg is the best candidate for the position. Carole will begin her new role the first week of January.

Susan continues to monitor the rise of COVID cases in Hampton Bays, and she is hopeful that Hampton Bays will remain in the yellow classification. The department heads are prepared to switch to curbside service if we're upgraded. They continue to be diligent about monitoring the number of patrons in the building and are prepared to reduce that number if necessary. Programs will continue to run remotely and the curbside app is still in use for picking up holds.

SCLS continues to send out weekly lists of all libraries with hours and services. More libraries have had to close temporarily due to staff members or patrons testing positive. Only a few libraries are providing curbside service only. Several HBPL employees had immediate family members that were recently exposed so they needed to quarantine. Staff were alerted but the library remained open.

The HBBC had a donor for a tree and they gave the library a check in the amount of \$545 towards the cost of recently purchased crepe myrtle. After the check was already deposited, Susan learned from Jack O'Keefe that the committee had issued the check for the wrong amount, with the intended amount being \$400. The library will issue a refund for the \$145 difference.

Dom is on vacation so Susan will review the landscapers RFP's and will provide the information to the Building and Grounds Committee. Dom also hired another part-time custodian, Shawn Klopher, who already worked at the circulation desk. Shawn will train with Dom when he returns from vacation. One of the duties Shawn will take is the mid-day cleaning of bathrooms, counters, and all handles.

As stated in last month's report, the NY Paid Sick leave accruals began before the end of the year for employees who don't already receive a minimum requirement of paid sick time. Beginning January 1, they will be eligible to start using it. A policy for using this benefit will be provided. The new law states that employees will accrue 1 hour of sick paid leave for every 30 hours worked up to 40 hours of paid sick time. Full time staff and some part time staff already receive at least this amount therefore they will not be eligible for this benefit. Due to the COVID shut down a number of staff did not take a vacation earlier in the year. Many of the full time staff had "use or loose" vacation time and are taking time off before the end of the year.

Regina and Susan are preparing for the Annual Audit, pulling required documents and financial reports and other information as requested. She is also busy setting up the new budget in QuickBooks and new payroll.

Committee Reports:

Bylaws and Policy Committee did not meet.

Buildings and Grounds Committee did not meet.

Finance and Capitol Endowment Committee did not meet.

The Foundation Committee did not meet and it was discussed possibly removing this committee since they did not meet for 2020, however it was agreed to keep it as an open committee.

The Friends of the Library did not meet but several board members were able to see the Santa on the Fire Truck event and noted how moving and special it was.

Nominations and Personnel Committee did not meet.

Publicity and Social Media Committee did not meet.

While Strategic Planning Committee did not meet they will be meeting in the coming month to discuss the plan. Barbara has been working on the Strategic and Long Term Plan and has emailed a rough draft with new revisions to the board and Susan. She has offered to do a final edit and will have an updated copy shortly.

Old Business:

Press: Barbara went through archives of SH Press and found major discrepancies between Hampton Bays mentions and other towns libraries. She spoke with Donna and thought perhaps it is because of the pdf format. Since it has to be uploaded the Press might have trouble including our posts because of this.

Susan discussed the landscaping RFP's during her report and we will follow up with that in February.

Refund for Cyberian is continuing to be looked into.

New Business:

There were no personnel actions however the board approved several change of statuses for employees. K. Dunn/ D. Zimmerman 7/0/0

The 2021 Operating Budget was adopted. H. Rose/ K. Dunn 7/0/0

The meeting was adjourned at 9:35 pm.

Respectfully Submitted by H. Rose