

HAMPTON BAYS LIBRARY BOARD OF TRUSTEES

Minutes of the March 3, 2020 regular meeting

President David Zimmerman called the meeting to order at 7:10 p.m.

Present: T. Filorimo, R. Carpenter, F. Baker, B. Skelly, H. Rose, S. LaVista, and G. Daly joined via phone at 8:20 pm.

ADOPTION OF THE AGENDA

The agenda was adopted. F. Baker/R. Carpenter, 6/0/0.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

The minutes of the February 4 meeting were approved as amended. H. Rose /F. Baker, 6/0/0.

CORRESPONDENCE

A letter was received from patron R. Robinson with negative comments regarding a display of books which included a biography on President Obama.

TREASURER'S REPORT

The Operating Fund schedule of claims dated 3/3/2020 for check numbers 28914-28968 in the amount of \$82,245.37 was approved. A. Filorimo/B. Skelly. 6/0/0.

The listed prepays for \$27,531.64 for check numbers 28891-28913 were approved. R. Carpenter/F. Baker 6/0/0.

The payroll dated 2/7/2020 for \$51,742.16 and payroll dated 2/21/2020 for \$51,322.23 were approved. R. Carpenter/D. Zimmerman. 6/0/0.

The financial reports for February 2020 were accepted. H. Rose/F. Baker. 6/0/0.

DIRECTOR'S REPORT

Department reports were received and discussed.

The new IT company, Fluid Imagery, will reorganize the server room to make it more accessible and orderly. They will upgrade software on some staff and public computers as needed. My laptop in the business office is old and out of date, and won't support recommended upgrades. He will order a replacement.

Police were called twice for patron incidents: a stolen unlocked bike, and an intoxicated patron. Staff are completing the required annual NYS Sexual Harassment training. Staff members in all departments and I attended various meetings about the 2020 Census. The Annual Audit is in progress. I worked with Barbara and Grace to set up Skype so they could participate in the Board meeting remotely.

I went on the Annual Lobby overnight trip to Albany, and staff member Tori Laureano came up on the on the day bus. We met with our local legislators, and since there was time, we

accompanied some others to their legislator meetings as well. We had a little extra time so I took her around the historic Capitol building to see the beautiful architecture and art. It was a great experience for her.

I sent all staff several emails and memos about the Corona Virus with information and recommendations. Lars shared information that he provided to his staff and student families as well. The custodial staff were asked to step up the cleaning protocols in all public areas. SCLS accidentally purged all fines from patron records. The reinstated bills for lost or long overdue materials, and were still working on reinstating regular fines.

COMMITTEE REPORTS

- Bylaws & Policy: No meeting.
- Finance & Capital Endowment:
- Friends of the Library: No meeting in February.
- Nominations & Personnel: No meeting.
- Publicity: No report
- Strategic Planning: No meeting.
- Building & Grounds: No meeting.

OLD BUSINESS None

NEW BUSINESS

- The rehiring of Tim Cherry, pt. custodian on 2/5/2020, was approved. R Carpenter/B. Skelly, 6/0/0.
- The termination of part-time custodian Wesley Garrett on 1/17/2020, was approved, A. Filorimo/H. Rose, 6/0/0.

The meeting was adjourned at 9:07 pm.
H. Rose/A, Filorimo.

Respectfully submitted by H. Rose.