

HAMPTON BAYS LIBRARY BOARD OF TRUSTEES

Minutes of the May 5, 2020 regular meeting

President David Zimmerman called the meeting to order at 2:16 p.m.

Present: G. Daly, R. Carpenter, F. Baker, B. Skelly, H. Rose and S. LaVista.

Absent: T. Filorimo

ADOPTION OF THE AGENDA

The agenda was adopted. G. Daly/B. Skelly, 6/0/0.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

The minutes of the March 3 regular meeting were approved as amended. G. Daly/R. Carpenter, 6/0/0.

CORRESPONDENCE

There was no correspondence.

TREASURER'S REPORT

- The schedule of claims dated 4/7/2020 for check numbers 29015-29034 in the amount of \$17,490.88 were approved G. Daly/B. Skelly, 6/0/0.
- The listed prepays for \$64,214.51 for check numbers 28969-29014 were approved, G. Daly/B. Skelly. 6/0/0.
- The payroll dated 3/6/2020 for \$51,768.13 and payroll dated 3/20/2020 for \$51,232.34 were approved, G. Daly/F. Baker. 6/0/0
- The schedule of claims dated 5/5/2020 for check numbers 29052-29109 in the amount of \$17,236.10 were approved,
R. Carpenter/F. Baker. 6/0/0.
- The listed prepays for \$23,107.10 for check numbers 29035-29051 were approved, B. Skelly/F. Baker. 6/0/0.
- The payroll dated 4/3/2020 for \$51,379.42 and payroll dated 4/17/2020 for \$51,329.99 were approved, B. Skelly/F. Baker. 6/0/0.
- The financial reports for April 2020 were approved, G. Daly/D. Zimmerman. 6/0/0.

DIRECTOR'S REPORT

Department reports were received and discussed.

Regina, Renee and I continued to come in to do payroll, pay bills etc. Regina Carpenter came in to sign checks and transfers.

Dom continues to work on the lobby doors. He will call the locksmith to change the door handle in the children's room so that it can't automatically lock.

Many emails were received with great ideas and links to important resources, programs, webinars and more which I forwarded to the departments. Many of them are taking advantage. The reference staff continues to add new information to the website. The departments planned some fun programs. The Zoom account was upgraded to add staff members so they can use it to host programs.

Weekly staff meetings continue via Zoom with full time staff and some part-time staff and help to keep everyone connected to share ideas, discuss reopening and how our services will change. There is a lot of anxiety about reopening and concerns about maintaining safe distancing etc. Plexiglas partitions will be installed, hopefully by the time we open, but materials are scarce.

Kevin Verbesey continued to hold the weekly conference calls and the information he provides is valuable as are the questions and comments from other Library Directors. The news from the Governor's office regarding funding for libraries is grim. We can expect significant cuts in state aid. Many libraries are not planning a budget increase and will not hold a vote. Additionally, the East End Library Directors also meet via Zoom each week on Friday.

We put out a shortened May newsletter with only 4 sides. Based on what we're hearing about reopening, we plan to do another short one for June. Most libraries are not planning to do much programming in the library through the summer and will continue to do online programs via Zoom and other platforms. The staff has been working together to come up with innovative ideas to keep our patrons engaged.

We recently started making brief phone calls to some of our regular patrons as many other libraries are doing. The calls are brief, friendly and upbeat. We share information about the great resources available on our website, and we tell them we miss seeing them in the library and we look forward to seeing them once we're open again.

Rita had a great idea, based on one she saw from another library, to create a short video recording of all staff saying positive messages that will be sent out via email and social media.

COMMITTEE REPORTS

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

OLD BUSINESS None

NEW BUSINESS

- The resignation of part-time custodian Jose Sanchez on 3/6/2020 was accepted. F. Baker/B. Skelly, 6/0/0.
- There was a brief discussion about the 2020 budget. The Board felt that in light of the current situation with Covid 19 and many resident's not working, there will not be an increase in the budget and no vote will be held. It was noted that with the increases in the cost of services, some budget lines may be reduced.
- The Board deferred approval of the Annual Audit to the June meeting in order to have more time to review it.

The meeting was adjourned at 3:45 pm.
H. Rose/A, Filorimo.

Respectfully submitted by G. Daly.