

Hampton Bays Public Library

Minutes of the April 6, 2021 Regular Meeting

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

Present via Zoom: K. Dunn

Guest: V. Urbelis,

Keith Robertson and Christy Pfeil, representatives of BNB/Dime Bank

The meeting was opened at 7:20 pm by President B. Skelly.

The agenda was adopted. B. Skelly/F. Baker 7/0/0

Public Comment: There were no public comments.

The minutes of the February 2, 2020 Regular Board Meeting were approved. K. Dunn /H. Rose 7/0/0

Treasurer's Report:

The schedule of claims dated for 3/2/2021 in the amount of \$101,412.26 was approved. G. Daly/ K. Dunn 7/0/0

The large amount was discussed, and David pointed out it was high this month mainly due to the SCLS Overdrive fee of \$67, 938.00. Susan said she would look to see what this fee was last year as a comparison.

The listed prepays for check numbers 29685-29703 in the amount of \$32,017.98 was approved. K. Dunn/ G. Daly 7/0/0

The payroll dated 2/5/2021 for \$53,364.97 and payroll dated 2/19/2021 for \$51,880.44 were approved. A. Filorimo/ H. Rose 7/0/0

The financial reports for March 2, 2021 were approved. H. Rose/ F. Baker 7/0/0

Director's Report:

The library staff feels fortunate that no staff has tested positive for COVID after working in the library. There were 5 staff that quarantined due to exposure outside of the library. In all cases, they tested negative before returning to work. David had sent some information regarding disinfecting materials instead of quarantining materials, getting them back into circulation sooner. Susan did some research and found that they are very expensive, and Kevin Verbesey said that no other libraries are using them. Susan agreed to talk to the head of circulation, Carole Lingg about changing the HBPL quarantine time from 3 days to 2 days.

While there is no in-person programming at this time, (no area libraries have resumed this) Susan is discussing with the department heads the possibility of spring programs being in-person. The lawn out front can be used and is being considered for Children's and Teen's programs. Susan said that Vicky Urbelis is also looking into sponsoring the Good Ground Summer Movie Series but will wait to see if regulations change concerning group size at outdoor events.

Susan indicated she would present a preliminary budget draft and call a meeting to start the budget process so that we have a budget in early June to present to the public for comments and vote on the second Tuesday of August.

Susan followed up with the Cybrarian program and its cancellation. When Susan started her directorship at the HBPL Cybrarian was already established and had been used for years. Then in 2011 Cassie was introduced and Susan admitted to being unfamiliar with that program as well. Unfortunately these two programs are similar and having both was unnecessary. Once this was brought to Susan's attention by Fluid Imagery, Susan cancelled Cybrarian, and after trying to see if we could be refunded for some of the time we had both programs, Cybrarian refused.

Committee Reports:

- Bylaws and Policy Committee: No meeting
- Buildings and Grounds Committee: No meeting. Due to the lack of proposals for the Landscaping, Hampton Woods is proceeding with the spring cleanup.
- Finance and Capitol Endowment Committee did not meet.
- The Foundation Committee did not meet.
- The Friends of the Library met on
- Nominations and Personnel Committee did not meet.
- Publicity and Social Media Committee did not meet, but Barbara continues to follow-up with the SH Press about HBPL mentions in the Press.
- Strategic Planning Committee did not meet.

Old Business:

We discussed the topic of Susan's assistant. While she is working on a job description, she is concerned with being able to offer this person an office space. After discussing a few possibilities, it is still hard to find adequate space, especially with COVID changes. Barbara discussed the Goals for 2021 and asked to remove both 9 and 10. Susan said that starting soon, a lot more information will need to be put on the website, including these goals. The website will be looked into the next few weeks, specifically if this is even possible with the current website. Susan asked about Goal #10 and consolidating bank accounts to attain the best rate and what specifically she can do to support this goal. Since Capital One is no longer in Hampton Bays, the board did feel it could be beneficial to use another local bank for the reserve account and accrued vacation and sick time pay outs. Susan will also talk to our auditor about the benefits of keeping all of our accounts in one bank. The general consensus is that the board felt comfortable that these are realistic and hopefully attainable goals. Barbara will make a few edits and submit the corrected goals via email for board approval. The board is happy with the letter to Rechler Co. and Barbara agreed to send it.

New Business:

There was a revision to the NYS Record Retention Law, specifically the M1 resolution was changed to LSG1 Retention and Disposition Law. There will be no consequences for not having the revisions, as there really is no time frame.

The revised NYS Record Retention Schedule was adopted. H. Rose/G. Daly 7/0/0

The board unanimously approved the request from Southampton Town to post requested document on the Library's website.

Susan is still working on the Pandemic Operations Plan as required by NYS and will email it to us when it's completed so that we can take a vote to approve it for the April meeting.

The meeting was adjourned at 9:13 pm.

Respectfully Submitted by H. Rose