

# Hampton Bays Public Library

## Minutes of the January 4, 2022 Annual Organization Meeting

Present: B. Kelly, D. Zimmerman, H. Rose, F. Baker, A. Filorimo, K. Dunn, M. Stutt and S. LaVista

Guest: See attached sign-up sheet

The meeting was opened at 7:00 pm by President B. Skelly.

The agenda was adopted by H. Rose/ K. Dunn 7/0/0

Susan read the newly revised Trustee Bylaw voted by the board concerning public comment during open meetings.

The board voted for the new Vice President. The candidates were Tony Filorimo and Kathy Dunn. The vote was 4 votes for Filorimo and 3 votes for Dunn.

Slate of Officers was adopted by H. Rose/K. Dunn 7/0/0

Appointments:

Committees: The board voted to eliminate Social Media and Publicity. H. Rose/ K. Dunn 7/0/0

Board Bylaws & Policy.....(**Skelly**, Dunn, Rose)

Buildings & Grounds.....(**Dunn**, Baker, Pensa-staff)

Finance & Grants..... (**Filorimo**, Zimmerman, Stutt)

Liaison with Friends..... (**Rose**, Filorimo, Baker, Director)

Nominations & Personnel..... (**Dunn**, Rose, Zimmerman)

Strategic & Long Range Planning....(**Skelly**, Director, All Trustees)

Attorney:

A motion was made to retain a lawyer for legal counsel for the Hampton Bays Library on an as needed basis.

Kevin Seaman Esq. will be used for all Library Related Issues and the library will find local counsel for all local issues. T. Filorimo/ F. Baker 7/0/0

Accountant/Auditor:

A motion was made to use Baldessari & Coster LLP as accountants to perform a general audit for our annual financials for year ending 2021 as recommended by the State of NY on good accounting practices. B. Skelly/K. Dunn 7/0/0

A motion was made to use Giaquinto & Giaquinto an independent CPA firm to perform a general audit of our quarterly financial statements of 2021 as recommended by the State of NY on good accounting practices. A. Filorimo/ K. Dunn 7/0/0

Insurance Agent:

A motion was made to reappoint Cook Maran & Associates as Library's Insurance Agent. K. Dunn/ F. Baker 7/0/0

Records Management Officer

A motion was made to appoint the Director as Records Management Officer. T. Filorimo/ K. Dunn 7/0/0

Custodian of Public Records:

A motion was made to appoint the Director as the Custodian of Public Records and Freedom of Information Officer. K. Dunn/ D. Zimmerman 7/0/0

Affirmative Action Officer

A motion was made to appoint Vicky Urbelis, the Head of Teen Department as the Affirmative Action Officer. B. Skelly/ F. Baker 7/0/0

Annual Official Actions:

Depositories:

1. Bank Accounts: A motion was made to designate People's United Bank and Capitol One Bank as legal depository of monies belonging to the Hampton Bays Library of the Township of Southampton, County of Suffolk, State of New York, and that the monies belonging to said Library shall be deposited in said banks from time to time in the name of said Library. T. Filorimo/ K. Dunn 7/0/0

2. Investments in Certificate of Deposit: A motion to authorize the Director and Financial Officer to negotiate jointly the purchase and disposition of Certificates of Deposit during this Fiscal Year, and to invest money in those Certificates in any Bank which meets the criteria established by NY State and Whenever possible that these banks be located within the boundaries of the District, upon the signature of the Library's Financial Officer. H. Rose/ F. Baker 7/0/0
3. Security and Custodial Agreement: A motion was made that the Board of Trustees of Hampton Bays Public Library, as a result of the General Municipal Finance Reform- Chapter 708 signed into law on July 31, 1992, effective November 28, 1992, does hereby agree to attempt to enter into "model" security and custodial agreements (single bank, third party custodian and master repurchase agreement) as set forth by the Office of the State Comptroller, with Peoples United Bank and Capitol One Bank. Chapter 708 consolidates the statutory provisions pertaining to deposits and investments; establishes uniformed strengthened procedures to secure deposits and investments; expands the types of securities that may be accepted by local governments to secure deposits and investments; expands the types of securities that may be accepted by local government to secure their deposits and investments; and enacts a requirement that banks and trust companies that accept public deposits secure these deposits in the manner required. And be it further RESOLVED, that the following named persons be authorized to be included on the Certificate of Authorized Persons on behalf of the Hampton Bays Public Library:

Frank Baker  
 Kathy Dunn  
 Anthony Filorimo  
 Hilary Rose  
 Barbara Skelly  
 Michael Stutt  
 David Zimmerman  
 Susan LaVista, Director

**Official Newspaper**

A motion was made to designate the Southampton Press as the newspaper that will carry required legal notices of the Hampton Bays Public Library. B. Skelly/ K. Dunn 7/0/0

**Regular Meetings**

A motion was made that the regular meetings of the Hampton Bays Public Library will be held in the Library at 7:00 pm on the first Tuesday of the month unless noted:

January 4, 2022	July 5, 2022
February 1, 2022	August 2, 2022
March 1, 2022	September 6, 2022
April 5, 2022	October 4, 2022
May 3, 2022	November 1, 2022
June 7, 2022	December 6, 2022

**Petty Cash Funds**

A motion was made that the petty cash will be established as follows for FY 2021:

TITLE	Custodian	Amount
Library	Regina Kenter and Renee Catena jointly	\$300

H. Rose/K. Dunn 7/0/0

Vacation and Sick Pay Account:

A motion was made to maintain a reserve fund in the amount of \$85,000 to pay vacation and sick pay to resigned/retirees. T. Filorimo/F. Baker 7/0/0

Holidays:

A motion was made to adopt the calendar of holiday closings as follows:

Days closed for 2021:

New Year's Day	Saturday, January 1, 2021
Martin Luther King Jr.	Monday, January 17, 2021
Presidents Day	Monday, February 21, 2021
Easter	Sunday, April 17, 2021
Memorial Day	Monday, May 30, 2021
June-teenth	Monday, June 20, 2022
Independence Day	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022
Columbus/ Indigenous Peoples Day	Monday, October 10, 2022
Veterans Day	Friday, November 11, 2022
Thanksgiving Eve	Wednesday, November 23, 2022 at 3:00 pm
Thanksgiving	Thursday, November 24, 2022
Christmas Eve	Saturday, December, 24, 2022
Christmas Day	Sunday, December 25, 2022
New Year's Eve	Saturday, December 31, 2022

The dates in our board packet were all incorrect. A motion was made with the revisions and omission (June-teenth).K. Dunn/ F. Baker 7/0/0

The meeting was adjourned at 7:32 pm. H. Rose/ B. Skelly 7/0/0

Respectfully Submitted by H. Rose

## **Hampton Bays Public Library**

### **Minutes of the January 4, 2022 Regular Meeting**

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

Guest: See attached sign up list

The meeting was opened at 7:32 pm by President B. Skelly.

The agenda was adopted. D. Zimmerman/ H. Rose 7/0/0

Public Comment: A patron guest began by asking the board what their process was for choosing and hiring a director. Barbara Skelly outlined our process to some disapproval amongst the crowd. Several more patrons and staff asked about the low offer Rita was given, and the board attempted to explain why. Since emotions were becoming heightened Tony Filorimo asked to meet with a few head of departments next week to start working towards a resolution between the board and staff. This portion of the meeting concluded at 8:35 pm.

The minutes of the December 7, 2021 Regular Board Meeting were approved. A. Filorimo/ H. Rose 7/0/0

The minutes of the December 27, 2021 Special Meeting were approved. F. Baker/ T. Filorimo 7/0/0

The minutes of the January 3, 2022 Special Meeting were approved. F. Baker/ K. Dunn 7/0/0

Correspondence: The library received a letter from G. Decima, a senior representative, thanking them for being heard and helping to resolve the programming space conflict.

Treasurer's Report:

The schedule of claims dated for January 4, 2022 in the amount of \$8,917.94 was approved. A. Filorimo /H. Rose 7/0/0

The listed prepaids for check numbers 31190-31228 in the amount of \$70,374.41 was approved. K. Dunn/ H. Rose, 7/0/0

The payroll dated 12/10/2021 for \$55,695.76, and payroll dated 12/24/2021 for \$53,664.24 was approved. K. Dunn/ F. Baker 7/0/0

The financial reconciliations for December 2021 were approved. A. Filorimo/ K. Dunn 7/0/0

Director's Report:

Susan concluded the Annual Appeal with a total of \$11,380 to date! She has sent thank you letters to all patrons.

Susan received a summons from the plaintiff's attorney's office regarding the trip and fall which occurred last summer. Susan also received correspondence from PERMA stating that the library may receive a refund because of our good standings.

Susan also mentioned how Dom is actively looking for a custodial replacement for the custodian who failed to report to work for several shifts.

Committee Reports:

Bylaws and Policy Committee did not meet.

Buildings and Grounds Committee did not meet.

Finance and Grants Committee did not meet.

The Friends of the Library did not meet but Michael Stutt suggested offering "book bucks" to patrons who positively commented on any library social media sites.

Nominations and Personnel Committee did not meet.

Strategic Planning Committee did not meet.

Old Business:

Russian Art Appraisals: While this topic is going to be removed from future meetings, the board is happy to have had the art appraised for our annual audits.

3-D Printer: Rita and Vicky will enlist Tyler to assist them in continuing to build this.

Railing Painting: Dom is almost finished and hopefully will complete this project before next month and the cold weather sets in.

Lighthouse Security: They have ordered equipment and will schedule installation when they come in. They have assured us that all equipment is compatible with our current system.

Website Proposals: Searles was approved, but the board is still curious if we can get a discount because we use the same company for our newsletter.

New Business:

There were no personnel.

The meeting was adjourned at 9:28 pm.

Respectfully Submitted by H. Rose