

Hampton Bays Public Library

Minutes of September 7, 2021 Regular Meeting

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

The meeting was opened at 7:05 pm by President B. Skelly.

The agenda was adopted. A. Filorimo/G. Daly 7/0/0

Guests: V. Urbelis and R. Alfano

The minutes of the August 3, 2021 Regular Board Meeting were approved as presented. F. Baker/K. Dunn

There was no correspondence.

Treasurer's Report:

The schedule of claims dated 9/7 for check numbers 30097-30145 in the amount of \$43,991.46 were approved.

A. Filorimo/D. Zimmerman. 7/0/0

The listed prepays for \$25,715.62 for check numbers 30073-30096 were approved. K. Dunn/D. Zimmerman 7/0/0.

The payroll dated 8/6/2021 for \$53,521.37, and payroll dated 8/20/2021 for \$54,466.22 were approved.

F. Baker/A. Filorimo. 7/0/0

The financial reports for September 2021 were approved. K. Dunn/G. Daly 7/0/0.

Director's Report:

Susan reported that the Annual Appeal has received donations totaling \$5,060 to date. Thank you letters were sent to all.

A resident contacted Susan regarding a donation to the Library in memory of her late husband. Susan will be in touch with her to discuss details.

Susan stated that she is working on arrangements for the budget vote with the School District Clerk. Ballot boxes were ordered and signage is ready to post on the day.

Susan reported that there was another trip and fall in the parking lot where an older female patron tripped going from her car to the sidewalk and injured her face and hands. She was taken by ambulance to SH Hospital. We have not had contact from the family since the incident occurred.

Susan and the Department Heads met with reps from Lighthouse Security and Intralogic Solutions regarding a new security camera system. After the two presentations, it was unanimous that everyone favored Lighthouse Security due to the ease of use of the system and the ability to retain data for a longer period of time. Brisco was also invited to present. They directed me to a website that provided links to various video demonstrations, which were not very satisfactory.

The annual renewal for our insurance package is complete. This year it was a very lengthy application and a lot of new information was required.

Susan reported that Pine Barrens Printing, our newsletter printer has been experiencing problems for some time, and this time around, mechanical failures which caused our fall newsletter to be very late and it wasn't the first time we had issues with them. She reached out to the Directors and learned that only a few libraries use a local printer and that most use either Pine Barrens or Searles Graphics. Susan scheduled meeting with Searles and is waiting to hear from a couple of others including Madison printers in Hampton Bays, and Village Graphics in

Westhampton. Erick did the layout for the last one but she is not in favor of this for the long run. We have a budget line for the newsletter and she feels that we should keep it in the hands of professionals.

Susan reported that a resident who has applied for posted positions on numerous occasions over the years or left her resume in the hopes of being considered for an eventual opening has again contacted her. In most cases, she is highly over qualified and doesn't have any experience in libraries. Susan asked Carole to give her an interview if she applies again.

Susan attended the following meetings:

8/18 Department Heads meeting, 8/20 Meeting with department staff re website proposals.

8/23 Meeting with Security camera companies with staff.

9/3 with Searles Graphics.

Committee Reports:

-Bylaws and Policy: No meeting.

-Buildings and Grounds Committee: Susan will call Thermal Solutions to inquire about adding more thermostats. She will meet with Frank from Buildings & Grounds to review the Engineers Report.

-Finance and Capitol Endowment: Committee did not meet.

-The Friends of the Library: Met on 8/30. They are continuing to purge books and the Library will set up an account with Better World Books to sell discarded library items and unsold donated material. They are planning a large book sale and Fall Festival on the Library Lawn.

-Nominations and Personnel Committee did not meet.

-Publicity and Social Media: Committee did not meet.

-Strategic Planning: No meeting

Old Business/Follow-up Items:

Susan will make a follow-up call to Brisco and will ask them to submit a proposal and provide a demo.

New Business:

Personnel actions:

The hiring of Kayleigh Goodwin, part-time clerk on 8/10/2021 was approved.

The hiring of Lorraine Day-Midwinter, part time clerk, on 8/10/2021 was approved.

The next Library Board Meeting will be October 5, 2021 at 7:00 pm.

The meeting was adjourned at 9:55 pm.

Respectfully Submitted by S. LaVista