

## **Hampton Bays Public Library**

### **Minutes of November 2, 2021 Regular Meeting**

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

Guest: R. Alfano, V. Urbelis, C. Lingg and C. Fitzgerald.

The meeting was opened at 7:02 pm by President B. Skelly.

The agenda was adopted with revisions to the Action Items and an addition to New Business, and executive session added at the end. K. Dunn/ B. Skelly 7/0/0

There were no correspondence, public comment or patron guests present. There was a correspondence from a local patron offering a glowing review for Sara Bedell-Spataro. Board requested to be sure Sara sees this and it is placed in her personnel file. Another patron wrote of his extreme disappointment about his inability to start a gaming program in the library. Rita said that she would reach out to this patron and smooth things over with him.

The minutes of the October 5, 2021 Regular Board Meeting were approved as presented. D. Zimmerman/ H. Rose 7/0/0

#### **Treasurer's Report:**

Dave spoke of the challenges and setbacks from switching to Dime bank.

The schedule of claims dated for 11/2/2021 for check numbers 31077-31122 in the amount of \$37,658.97 was approved. A. Filorimo/ H. Rose 7/0/0

The listed prepays in the amount of \$55,280.12 for check numbers 31048-31076 was approved. K. Dunn/ F. Baker 7/0/0

The payroll dated 10/1/2021 for \$54,096.21, payroll dated 10/15/2021 for \$53,572.83, and payroll dated 10/29/21 for \$54,386.45 was approved. H. Rose/ K. Dunn 7/0/0

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

#### **Director's Report:**

Susan reported that The Annual Appeal has received \$5,900 to date. Susan also reports that unfortunately she has not heard back from the family who expressed interest in donating \$5,000 to the library.

Susan mentioned that she is near completion on moving the final funds to Dime Bank. Susan will follow up with Dave Barzack, the Hampton Bays branch manager to negotiate the best rates.

Susan has not heard from either patron who was injured last month in our parking lot, however it was noted that the speed bumps haven't been painted yet.

Due to the fragile state of the library's website, Susan, Donna as well as other department heads were present during website developers' presentations and proposals. Many of the staff were in favor of Searles and asked them to provide a proposal but acknowledged that Library Market is another contender that will be researched further as well. Since we are using Searles for the newsletter printing, it could be an advantage to use them for our website as it would enable a seamless flow of information for the library. A Website Development Project chart was put together for the board to review. Everyone agrees that this is an urgent topic and that a decision needs to be made as soon as possible. The board is requesting additional "apples to apples" comparisons between the two finalists Searles and Library Market first.

The staff is very pleased with the first newsletter cycle with Searles as it went smoothly. Their price is slightly lower than what we were used to with Pine Barrens and Barbara was curious if it was due to the different paper weight and different feel to the newsletter.

Donna has been busy cleaning up the shared drive where department heads and other staff post schedules and other shared information.

The Annual Meeting and Dinner is scheduled for December 5<sup>th</sup> at Fosters. Susan is just waiting to confirm pricing before letting staff know.

A staff member objected to the change of Columbus Day to Indigenous People Day in the HB Newsletter. Susan said this was approved last year, and David brought up the concern that he doesn't remember approving this, along with other board member not remembering it. Dave also mentioned that it wasn't a federally approved change. Susan said that she would check the minutes from the past year to confirm that the change was approved. Until then the board asked that both titles of the holiday (Columbus Day and Indigenous People Day) be included moving forward.

### **Committee Reports:**

Bylaws and Policy Committee did not meet.

Buildings and Grounds Committee did not meet but Susan mentioned that Thermal Solutions did install a few new thermometers and while they aren't a permanent solution, it is helping the general temperature throughout the building. Kathy noted that a member of the building and grounds committee should have been present when these new thermometers were put in. While Susan did not think a board member needs to be present, it was agreed by all that someone should have been present during the installation. Buildings and Grounds Committee agreed to meet in November to discuss some of the building needs, such as the Thermal Solutions installation. Finance and Capitol Endowment Committee did not meet.

The Friends of the Library had a very successful fall festival. The festival raised nearly \$1,400 and got rid of a ton of books, reducing the bookstore's inventory!

Nominations and Personnel Committee met on October 26, 2021 about Susan's evaluation. Grace mentioned that we have 3 candidates for the upcoming trustee opening, but that there is still 2 weeks until the deadline.

We will wait until then to make some interview appointments.

Publicity and Social Media Committee did not meet.

Strategic Planning Committee did not meet.

### **Old Business/Action Items:**

1. Russian Art Appraisals: Susan and Barbara mentioned that while the art was appraised, we don't have any interest in buying the art. Barbara suggested having Donna Egan look into interested buyers of the art, after the exact appraisal has been seen. Kathy thought maybe the Book Store "e-bay ladies" could also assist with this. Susan will email the appraisal document to the Board members.
2. Book Store Clean Up: Now that the Fall Festival is over, the Friends will address this in November.
3. The 3-D printer is taking longer than anticipated to put together. Vicki and Rita devote time to it when they have it. They feel confident that they will complete it, but they are unsure when exactly it will be complete.
4. Susan will follow up with Dom about painting the railings.
5. Susan to write to the HBPL potential donor to see if they are still interested in donating.
6. Lighthouse security fees (installation) and discussing the monitoring company we currently use, if they're all compatible.
7. Rebranding of the library tabled for discussion for after website decision
8. Thermal Solution and the new thermostat installation update
9. The proposed PALS Budget was voted on although we have little influence on exact amount.
10. SL to ask Regina if she can break down PILOT vs Other Tax info for clarification on budget line.

### **New Business:**

There were no personnel changes.

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

The meeting was adjourned at 9:28 pm and went into executive session.