

Hampton Bays Public Library

Minutes of December 7, 2021 Regular Meeting

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

Absent: D. Zimmerman

Present via Zoom: New Trustee Michael Stutt

Guest: R. Alfano, V. Urbelis, C. Fitzgerald, L. Theiling, E. Gordy, A. Descovich, P. Sheridan, G. Decina, D. Romagnali, D. Reily, and W. Butler

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

The agenda was adopted with the addition of an Executive Session scheduled after to include the document Terms and Conditions. A. Filorimo/ K. Dunn 6/0/0

Public Comments: Several senior patrons spoke of their dissatisfaction with the library and how adult programming is scheduled. They gave reasons why they value this service and room time so much and asked for the schedule to be reconsidered. L. Theiling introduced herself at length and addressed the board and was upset that in-house staff and former employees were not given the courtesy of an interview. V. Urbelis addressed the board as well and expressed a similar sentiment.

The minutes of the November 2, 2021 Regular Board Meeting were approved as presented. F. Baker/ H. Rose 6/0/0.

The minutes of the November 23, 2021 Personnel Committee Meeting were approved. B. Skelly/ K. Dunn 6/0/0.

Correspondence: A patron wrote a thank you letter, noting mostly the staff, specifically Rita Alfano. A letter from Grace Daly was also read, highlighting her last meeting as a trustee.

Treasurer's Report:

The schedule of claims dated for 12/8/2021 for check numbers 31150-31189 in the amount of \$40,132.16 was approved. A. Filorimo/ K. Dunn 6/0/0

The listed prepays in the amount of \$35,905.37 for check numbers 31123-31149 was approved. H. Rose/ K. Dunn 6/0/0

The payroll dated 11/12/2021 for \$53,797.52 and payroll dated 11/26/2021 for \$51,917.99 was approved. G. Daly/ F. Baker 6/0/0

The financial reports for November 2021 were approved. H. Rose/K. Dunn 6/0/0

Director's Report:

The People's Bank account were closed and officially moved to Dime.

Susan continues to work with Utica our insurance company to resolve the trip and fall incident which occurred last summer.

Susan mentioned how she met with two senior patrons (who attended as guests) about the room spacing conflict. Due to the increase of adult and adultish programs there is continued limited space. We all felt that this topic warranted further discussion since it was a large group that showed up tonight asking for more programming time. Barbara will also follow up with Donna about the scheduling. Vicky mentioned maybe giving them a few left over time slots after the newsletter is finished and goes to print. Susan discussed the possible new LED lighting, but the board agreed that it is in the library's best interest to abandon this initiative because there are more pressing building issues. Rita attended an online meeting regarding a free legal service being offered to patrons called Legal Hand. It is a service she really feels will be useful to patrons.

Committee Reports:

Bylaws and Policy Committee did not meet.

Buildings and Grounds Committee did not meet. Frank met with a friend that does construction and insulation work. He confirmed how extensive and expensive the work would be, including taking down walls in order to upgrade the insulation. The board will not pursue this action.

Finance and Capitol Endowment Committee did not meet.

The Friends of the Library met on November 30th. Grace discussed their enthusiasm and strong work ethic, helping them raise a total \$53,000 for the year!

Nominations and Personnel Committee met on November 23, 2021 to discuss our nomination for the new Trustee Michael Stutt.

Publicity and Social Media Committee did not meet.

Strategic Planning Committee did not meet.

Old Business/Action Items:

1. Russian Art Appraisals: After Susan discussed her apprehension of the Russian Art sales, the board decided to table this topic since we are not making any progress but felt the appraisal was useful.
2. Book Store Clean Up: Carol Lingg is working with the Friends to sell some of the books through the use of Better World Books while also throwing small amounts of books away in the library's dumpster.
3. The 3-D printer: Progress is about the same. Rita works on it occasionally when she has extra time. Hoping that in a few months it will be completed. Rita agreed to a potential March completion date.
4. Railing Progress: Dom decorated for the holidays and is making progress on the railings, and he is hoping to be finished soon. In the spring they will repaint the parking lot and speed bumps.
5. Susan received no response from the private donor in her request to find out how this patron wanted the funds to be spent.
6. Lighthouse security fees: Susan misunderstood and didn't follow up with Lighthouse to check if they are compatible with our current company Briscoe. Susan will call Lighthouse to see if they do monitoring in addition to the installation of the system. As soon as the parts come in, they will begin their installation.
7. Rebranding of the library will be discussed further, but is tabled for now while we continue to review new website proposals.
8. Thermal Solution upgraded all the existing thermostats to digital ones. Susan will follow up on the heating problems in the Children's Room.
9. The proposed PALS Budget was voted on and resolved.
10. Susan asked Regina to break down the PILOT and Other Tax info for clarification on budget line and Susan did not bring it to the meeting but will scan it and email this to the board.
11. Website Proposals: Library Market and Searles are the top contenders, and the staff all feels that Searles is the leader and best choice. Barbara pointed out that some of her concerns last month were not addressed, such as how many pages we would need for our website and if Searles would offer a discount for the website because we use them for newsletter printing. Searles was also supposed to give us a branding quote. Barbara mentioned that the new director may be interested in seeing the proposals of the website. The board all felt that we can wait a few more weeks to make a decision.

New Business:

There were no personnel changes.

SCLS Budget for 2022 our annual fee is \$23,118, and the proposed budget for next year is \$23,405. The budget was approved for the 2022 year. B. Skelly/ G. Daly 6/0/0

The next Library Board Meeting will be January 4, 2022 at 7:00 pm.

The meeting was adjourned at 9:07 pm and went into executive session. H. Rose/ K. Dunn

Respectfully Submitted by H. Rose

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Minutes of December 7, 2021 Executive Session

Present: B. Skelly, G. Daly, K. Dunn, A. Filorimo, H. Rose, F. Baker

Absent: D. Zimmerman

The meeting began at 9:10 pm with a board members' vote. The purpose of this executive session was to review the existing Terms and Conditions document.

Upon the advice of the SCLS Director Kevin Verbesey we were advised to review and make changes to this document in preparation for the hiring of a new Library Director to replace existing Library Director who is retiring.

Various changes to the Terms and Conditions document were suggested, voted upon, and changed accordingly.

Also, there was a brief review of the established interview process ongoing and next steps.

Executive Session ended at 9:40 pm, and the Board resumed back to regular monthly Board Meeting, whereupon Susan LaVista, Library Director returned.

There Regular Board Meeting adjourned at 9:45 pm.

Respectfully submitted. H. Rose