

Hampton Bays Public Library

Minutes of the February 1, 2022 Regular Meeting

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

Present via Zoom: B. Skelly and K. Dunn,

Guest: R. Alfano, V. Urbelis, S. McEvoy

Guests via Zoom: C. Lingg, and C. Fitzgerald

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

The agenda was adopted. H. Rose/ F. Baker 7/0/0

Public Comment: David recognized Susan and her ten years of service for Hampton Bays, along with the years before that at other libraries. Susan mentioned that she will be in on Monday to show Stephanie certain files and other important aspects of the role.

The minutes of the January 4, 2022 Regular Board Meeting were approved as amended. D. Zimmerman/ H. Rose 7/0/0

The minutes of the January 4, 2022 Annual Organizational Meeting were approved as amended. M. Stutt/ F. Baker 7/0/0

Correspondence: There was a letter from a legal firm asking Susan to testify in a previous library incident. Susan shared the resignation letter from Donna Egan.

The schedule of claims dated for February 1, 2022 in the amount of \$27, 592.01 was approved. A. Filorimo /H. Rose 7/0/0

The listed prepaids for check numbers 31240-31275 in the amount of \$47,460.01 was approved. K. Dunn/ H. Rose, 7/0/0

The payroll dated 1/7/202 for \$55,891.38 and payroll dated 1/21/2022 for \$57,211.62 was approved. B. Skelly/ F. Baker7/0/0

The budget report year to date for December 2021 were approved. B. Skelly/ H. Rose 7/0/0.

The financial reconciliations for January 2022 were approved. F. Baker/M. Stutt 7/0/0 A few questions were brought up, like where does the website development cost and monthly fees fit into budget. Also, software was underbudgeted last year (\$7,500 was budgeted and \$11,507.07 was spent), will this happen again this year?

Director's Report: Susan discussed the Trip & Fall incident, and since Susan did not witness the actual accident she is confident that Stephanie can handle it moving forward. The library has a new security system and it's using the same company (C & H Signal) that did all the fire alarms. Susan is confident that the system will be much easier to use moving forward. Susan mentioned that the library received some Covid at home test kits as well as some high quality face masks to distribute amongst patrons and staff.

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 met on January 24th. The Friends are enthusiastic group with lots of ideas. Their goal is to streamline their events, and have a few really big events a year to raise funds, along with the easier more passive fundraisers (50/50 raffles).

Nominations and Personnel Committee did not meet.

Strategic Planning Committee did not meet.

Old Business:

Book Store: This is an ongoing effort and Susan is encouraging the bookstore staff to reduce some of the piles. Moving forward, this will be removed from the agenda.

3-D Printer: Rita and Vicky will enlist Tyler to assist them in continuing to build this. A completion date of March 1 was previously established.

Lighthouse Security: We are still waiting on parts and materials to be delivered.

Rebranding of the Library: Searles continues to work on our new website and the board looked at some new logos for the rebranding of the library.

The board moved to go into executive session at 8:18 pm. F. Baker/ H. Rose

New Business:

The hiring of Stephine Stanton, part-time custodian effective January 9, 2022. H. Rose/ M. Stutt 7/0/0

The board accepts the resignation of Angela Johnson effective 12/16/2021 and Donna Egan, part-time Administrative Assistant to the Director, effective February 4, 2022. H. Rose/ F. Baker 7/0/0

A motion was made to increase the amount of Rita Alfano, Vicky Urbelis, Erick Gordy, and Tyler Kassten salaries. M. Stutt/ H. Rose 7/0/0

The board also discussed the one-time bonus to be offered to full-time and part-time staff. We are all in agreement that the staff will be rewarded with a bonus, we will discuss the actual amounts in the next few weeks and a letter will be drafted to alert the staff of this. We will also discuss this with Stephanie and she will draft a letter to the staff with support from the board.

The executive session ended at 9:26 pm.

The meeting was adjourned at 9:28 pm.

Respectfully Submitted by H. Rose