

**Hampton Bays Public Library
Minutes of the April 6, 2021 Regular Meeting**

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

Guests: V. Urbelis, Keith Robertson and Christy Pfeil, representatives of BNB/Dime Bank

Representatives of Dime Bank, formerly BNB Bank, presented information regarding moving the Library's accounts to them from Peoples, which will be taken over by M&T Bank.

The meeting was opened after the presentation at 7:20 pm by President B. Skelly.

The agenda was adopted. B. Skelly/F. Baker 7/0/0

Public Comment: There were no public comments.

The minutes of the March 2, 2020 Regular Board Meeting were approved. K. Dunn /A. Filorimo 7/0/0

Correspondence:

Mary Ann Carcich thanked the Board for the retirement plaque.

Treasurer's Report:

The schedule of claims dated for 4/6/2021 for check numbers 29771-29812 in the amount of \$15,609.98 was approved. B. Skelly/A. Filorimo. 7/0/0

The listed prepaids for check numbers 29750-29770 in the amount of \$29,607.32 were approved. F. Baker/G. Daly 27/0/0

The payroll dated 3/5/2021 for \$53,306.09 and payroll dated 3/19/2021 for \$51,966.50 were approved. A. Filorimo/ D. Zimmerman 7/0/0

The financial reports for March 2021 were approved. D. Zimmerman/ F. Baker 7/0/0

Director's Report:

Several staff members tested positive for COVID and had to quarantine. Other staff who had been exposed also had to quarantine, resulting in the need to close the library for a few days due to lack of staff to cover the desks.

Donna reported that one of her programs that was shared with other libraries was ZOOM Bombed. She has taken extra precautions to prevent this from happening again.

I met with Ellen for a "walk-around" the book store and storage areas regarding overcrowding, and the Library's need for additional storage space.

Planning for the 2022 budget has begun. The allowed increase per the NYS tax cap is very small, and early hopes of an increase in library funding from the state is fading.

We are now required to provide all employees up to four hours of paid time to receive the COVID vaccinations.

The NY Health Emergency Plan is complete and has been posted on the website as required and shared with staff.

Committee Reports:

- Bylaws and Policy Committee: No meeting

- Buildings and Grounds Committee: No meeting.
 - Hampton Woods will continue to maintain the Library's grounds and is proceeding with the spring cleanup. F Baker/A Filorimo
- Finance and Capitol Endowment Committee: no meeting.
- The Foundation Committee did not meet.
- The Friends of the Library met on March 23. They have lots of plans for new fundraising initiatives.
- Nominations and Personnel Committee did not meet.
- Publicity and Social Media Committee did not meet.
- Strategic Planning Committee did not meet.

Old Business:

The topic of an assistant for Susan was discussed. While she is moving ahead on a job description, she is concerned with being able to offer this person an office space. After discussing a few possibilities, it is still hard to find adequate space, especially with COVID changes.

Barbara discussed the Goals for 2021 and asked to remove both 9 and 10. Susan said that starting soon, a lot more information will need to be put on the website, including these goals. The website will be looked into the next few weeks, specifically if this is even possible with the current website. Susan asked about Goal #10 and consolidating bank accounts to attain the best rate and what specifically she can do to support this goal. Since Capital One is no longer in Hampton Bays, the board did feel it could be beneficial to use another local bank for the reserve account and accrued vacation and sick time pay outs. Susan will also talk to our auditor about the benefits of keeping all of our accounts in one bank. The general consensus is that the board felt comfortable that these are realistic and hopefully attainable goals. Barbara will make a few edits and submit the corrected goals via email for board approval.

The board is happy with the letter to Rechler Co. and Barbara agreed to send it.

New Business:

The resignation of pt. Tech Services Clerk Amanda Hornstein, on 3/15 was approved. D. Zimmerman/A. Filorimo

The revised Goals for 2021 were adopted. G. Daly/D. Zimmerman

The Pandemic Operations Plan was approved A. Filorimo/D. Zimmerman

The meeting was adjourned at 9:28 pm. B. Skelly/ D. Zimmerman