

## **Hampton Bays Public Library**

### **Minutes of August 3, 2021 Regular Meeting**

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

The meeting was opened at 7:01 pm by President B. Skelly.

The agenda was adopted with the revision to include action items in the future. H. Rose, D. Zimmerman 7/0/0

There was no public comment or patron guests present. D. Zimmerman, F. Baker 7/0/0

The minutes of the July 6, 2021 Regular Board Meeting were approved as presented. D. Zimmerman, K. Dunn 7/0/0

The minutes for the July 26, 2021 "Staff Wishlist Meeting" were distributed and approved. H. Rose/ K. Dunn 7/0/0.

There was a letter correspondence from a patron who has a computer company, and Donna assumed he was trying to sell her something. Dr. Tom Reidl, the patron, wrote a letter to Barbara expressing his frustration and said he was treated poorly. Barbara followed up and spoke on the phone with him where he explained that he has a proprietary software that he would like to donate. The Director, Staff and Board have decided to pass on the offer, and Skelly will communicate this to Dr. Reidl.

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

The schedule of claims dated for 8/3/2021 for check numbers 30025-30072 in the amount of \$32,654.38 was approved. H. Rose/G. Daly 7/0/0

The listed prepaids in the amount of \$26,868.96 for check numbers 30010-30024 was approved. K. Dunn/F. Baker 7/0/0

The payroll dated 7/9/2021 for \$52,852.84, and payroll dated 7/23/2021 for \$54,361.66 was approved. K. Dunn/D. Zimmerman 7/0/0

The financial reports for July 2021.G. Daly/A. Filorimo 7/0/0

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

Susan reported that the Annual Appeal raised \$3,420 from private donations.

Susan also spoke with Catherine McCormack, but she is very busy and will have to formally appraise our art in the fall. One of the pieces was bolted to the wall, and Susan and Dom are concerned with damaging the art by trying to further damage it.

Susan has been busy working on the Annual Insurance renewal due to the increase of paperwork. She does not believe the cost will be affected due to our recent history.

Since the recent disappointments with Pine Barrens, Susan will use Erick this month to format the layout in house. In the next few months, we will be able to compare the price as well as the worth of doing it this way. Instead of paying Janet at Pine Barrens to do this, Erick may receive extra pay for his time of doing this, after evaluating the time spent and typical rates for typesetting. Rita approached Susan and asked to consider making Stephen a full time employee. Susan thinks that this addition may go over the budget a little but she will get concrete numbers before a decision is made. Susan also believes that there will be unspent money at the end of this year to cover the added expense, and that bringing Stephen on full time would be a great move. After lots of discussion, the board approved to do this, effective next month.

The board adopted the new health emergency policy/plan. Susan is completing this so that it is ready to be adopted by 8/5/21.

#### **Committee Reports:**

Bylaws and Policy Committee did not meet.

Buildings and Grounds Committee met on July 16, 2021. Notes and minutes were distributed by Frank. Frank will follow up with Intralogic Solutions and ask for what the monthly monitoring fee will be. There will be a

follow up meeting once more information is gathered and also to focus on the existing engineer report from a few years ago which may prove helpful.

Finance and Capitol Endowment Committee did not meet.

The Friends of the Library did not meet in July.

Nominations and Personnel Committee did not meet.

Publicity and Social Media Committee did not meet.

Strategic Planning Committee met to discuss the 2021 Wish List compiled by department heads.

**Old Business/Follow Up Items:**

1. Since the friends did not meet this month Susan will address the Book Store storage problem with them next month with a goal to having the garbage-bin in September.
2. Susan spoke to Catherine about appraising the Russian art but it will not happen until the fall because of Catherine's busy schedule.
3. We discussed at length the security camera proposals and will follow up with it again next month.
4. Better World Books (in work - Rita follow up-by Sept)
5. Building & Grounds 2nd Meeting to Review Engineer Report
6. Wish List 2nd Meeting to Understand Priority #1-NYS Retirement
7. Newsletter Proposals (4C vs B&W, reduced size, no typesetting)
8. Investigate \$10,415 "telephone/office expense/category 731" charge on July budget report

**New Business:**

The hiring of Emma Goldston, part-time page on 6/29/2021 was approved. A. Filorimo, H. Rose 7/0/0

The change of status of Stephen Young from part-time to full-time effective September 2021 was approved. F. Baker, K. Dunn 7/0/0

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

The meeting was adjourned at 9:25 pm.

Respectfully Submitted by H. Rose