

## **Hampton Bays Public Library REVISED**

### **Minutes of the April 5, 2022 Regular Meeting**

Present: D. Zimmerman, B. Skelly, H. Rose, F. Baker, K. Dunn, M. Stutt and S. McEvoy

Absent: A. Filorimo

Guest: R. Alfano, C. Fitzgerald, Cathy Goldfarb and Diane Knappe

The meeting was opened at 7:10 pm by President B. Skelly.

The agenda was adopted with revisions. K. Dunn/H. Rose 6/0/0

The minutes of the March 1, 2022 Regular Board Meeting were approved. K. Dunn/F. Baker 6/0/0

Period of Public Expression: None

Correspondence: Stephanie reported that there were no correspondence this month.

The schedule of claims dated for April 5, 2022 in the amount of \$38,916.60 was approved. K. Dunn/F. Baker 6/0/0

The listed prepays for check numbers 31375-31404 in the amount of \$40,259.49 was approved. H. Rose/ K. Dunn 6/0/0

The payroll dated 3/4/2022 for \$59,532.63 and payroll dated 3/18/2022 for \$56,886.10 with a grand total \$195,594.82 were approved. K. Dunn/ H. Rose 6/0/0

The budget report year to date and the monthly budget report for March 2022 were approved. K. Dunn/ H. Rose 6/0/0.

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

Stephanie had a Building and Grounds meeting and is currently working on items that were generated from the meeting.

She attended a few meetings as well as webinars that she found professionally helpful.

Suffolk County Department of Health have been distributing COVID-19 test kits, and Stephanie is working hard to distribute them around town as well as pass them out to patrons.

Stephanie arranged a meeting with her, Dom and Ryan from Sav-Mor Mechanical, where Ryan was able to check out the HVAC- system and he was able to make a few adjustments which made a big impact! This information was sought out to address the temperature inconsistencies throughout the building. While Stephanie was working on closing out construction grants for 2019 and 2020, it came to her attention that a portion of the work that was outlined in the 2020 grant had not been performed. The grant term was extended and now the library has one year to finish the work. Stephanie submitted required documentation to close out the 2019 grant. Formal approval is pending.

The library had lots of fun marching in the Hampton Bays St. Patrick's Day Parade, with Mother Goose in attendance as well as members of the Friends.

Rita and Stephanie met with Searles to fine tune changes to the website. The new one will be ready to launch soon. They are also revamping the newsletter for more of a modern look. Stephanie is very excited to showcase the new website!

The new adult computers were delivered ahead of time and quickly installed by Fluid Imagery.

Stephanie met with the department heads twice this past month. She as well as staff agree that these meetings are very productive and useful!

Personnel Report: The resignation of D. Egan as of 2/4/2022, was approved.

The change of status of V. Urbelis out on maternity leave and E. Gordy as Temporary YA Department Head until July 2022 was approved. K. Dunn/D. Zimmerman 6/0/0

#### **Committee Reports:**

Bylaws and Policy Committee did not meet but Barbara has a meeting scheduled for April 19<sup>th</sup>.

Buildings and Grounds Committee met on March 3, and minutes were provided and are attached.

Finance and Grants Committee did not meet.

The Friends of the Library met on March 28<sup>th</sup> and Hilary and Stephanie attended.

Nominations and Personnel Committee did not meet.

Strategic Planning Committee did not meet.

#### Old Business:

1. Grievance resolution: Barbara penned and read a letter to the HB staff.

2. 3-D Printer: Stephanie brought examples of items that were copied by staff, including a toy boat and frog.

The staff are now working on logistics, such as patron involvement and housing it.

3. Juneteenth Library Closing: It was agreed that the library will close on the actual holiday and not the observed day (Monday). The board meeting dates were revised to have the second Tuesday of the month as the new date for board meetings.

#### New Business:

1. Letter of Support for NYS Retirement legislation was signed by all board members.

2. Revised future Board Meeting schedule. All changes were approved.

3. Trustee training options: While in-person training like with Kevin Verbesy is great, Barbara has found many of the training courses available on-line to be very helpful and useful.

4. The Audit Report for 2021 were distributed. Stephanie has mentioned that other libraries have meetings with their accountant and would like to set up a meeting with Al Coster for the next board meeting. She thinks that after we have had some time to read through his report then next month he can help clarify the report.

5. Newsletter printing cost solution: Michael Stutt mentioned making a mailer to residents asking them to opt-in to receive the newsletter, but we have reviewed this topic in the past. Bulk mailing is still more price effective.

Period of Public Expression II: K. Goldfarb spoke and would like to donate a plaque to something and asked Stephanie to think about where they could put one. She understands that the library doesn't need another bench, but would like very much to commemorate her time spent at the library. She also asked about if there was a possibility of registering for programs on-line and she was assured it's coming soon.

The meeting was adjourned at 8:35 pm

Respectfully Submitted by H. Rose