

Hampton Bays Public Library

Minutes of the July 12, 2022 Regular Meeting

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

Absent: None

Guest: None

The meeting was opened at 7:00 pm by President B. Skelly.

The agenda was adopted with revisions. D. Zimmerman/K. Dunn 7/0/0

The minutes of the June 14, 2022 Regular Board Meeting were approved. K. Dunn/ H. Rose 7/0/0

Period of Public Expression: None

Correspondence: Stephanie reported that she is receiving tons of comments, mostly positive, but she is looking for more suggestions that she can take action for. She read aloud a letter commending the Children's Room and Donna Valle for her recent city bus trip. There was a comment card about the self-defense class, positively commenting on the course. Donna Vale as well as other staff members got other positive letters. Stephanie posts these notes for others to read and makes copies to include in personal files.

The schedule of claims dated for July 12, 2022 in the amount of \$73,058.84 was approved. A. Filorimo/ M. Stutt 7/0/0

The listed prepays for check numbers 31609-31629 in the amount of \$18,203.87 was approved. K. Dunn/ F. Baker 7/0/0

The payroll dated 6/10/2022 for \$55,857.83 and payroll dated 6/24/2022 for \$55,711.21 with a grand total \$202,831.75 were approved. K. Dunn/ D. Zimmerman 7/0/0

The budget report year to date and the monthly budget report for June 2022 were approved. K. Dunn/H. Rose 7/0/0.

Director's Report:

Stephanie was invited to attend Hampton Bays Beautification Association and it was a nice opportunity for her to witness the pulse of the community and get a better sense of Hampton Bays. C&H installed the 3 panic buttons and Stephanie reported the installation was smooth and all staff were very happy.

The new website was launched, and staff and patrons seem to positively be responding to it. There is still work to be done, specifically content that needs to be updated. It will take staff some time to get everything updated.

Stephanie attended the Friends meeting and it was a great opportunity to plan for their Fall Arts & Crafts Festival. The date is October 1st with a rain date of October 2nd. After this meeting Stephanie met again with Emily Cullings and Kate Berman to fine tune some specific details. There was an air conditioning outage in the adult department. Thermal Solutions was able to replace a component and get it working again. The unit that was repaired is 1 of 2 AC units that are included in work to be performed under a 2020 grant award. The equipment is on order. Each unit will cause the AC to the service area (adult computer area and children's room) to be out of service for 2 days (collectively 4 days). Stephanie recommends taking the gamble and waiting until October for install so that having no AC will not be an issue.

Stephanie reported the local graffiti artist is back in the library defacing the building, both inside and out. Most/all the marks have been photographed and shared with the police.

Stephanie is still waiting to hear back from Lighthouse Security. While we are still on schedule for the work, she just wanted to touch base and confirm the schedule.

The library received 480 COVID tests, which are almost gone, so Stephanie will order more to keep stock in the library.

Personnel Report: The hiring of Leonard Borchers was approved. A. Filorimo/ K. Dunn 7/0/0
The resignation of Sandy Cuccia was approved. H. Rose/ B. Skelly 7/0/0

Committee Reports:

Bylaws and Policy Committee did not meet as a committee but Barbara and Stephanie met and decided to schedule a meeting for after the budget vote. Some policies need to be refined and updated, while others need to be rewritten all together.

Buildings and Grounds Committee did not meet.

Finance and Capital Endowment Committee did not meet.

The Friends of the Library met on June 27th and Stephanie attended.

Nominations and Personnel Committee did not meet.

Strategic Planning Committee did not meet.

Old Business:

1. Program registration calendar and website launch. It was reported that while there is still work to be done, everything is very successful.
2. Lighthouse Security update. Stephanie previously reported that she is waiting to hear back from them but will continue to ask for updates.

New Business:

1. Budget Presentation: Stephanie discussed the staff, administration, librarian, clerks, pages, and maintenance. Stephanie reviewed what the library has to offer, aside from just books and materials. She emphasized the importance of programs and helping the community effectively socialize. She showcased community partners and identified some challenges that are faced due to the advancing age of the library building. Last renovation was done in 2000. Population growth since that time has outpaced the size of the building causing a shortage of public meeting space, an undersized library material collection and heating/cooling inefficiencies to name a few.

2. Blessing Box: Stephanie reported to the board that she was contacted by members of the Committee for the Common Good to discuss moving the Blessing Box from the Methodist Church location to library property. The Committee will arrange installation in a location of our choice and will be responsible for daily monitoring of non-perishable content. A motion was made to the Blessing Box moved to the library property. B. Skelly/ H. Rose 7/0/0

Period of Public Expression II: There was no comments.

Barbara made a motion to conclude the regular meeting at 8:27 pm. T. Filorimo/ F. Baker 7/0/0

The board went into Executive Session to discuss Stephanie's performance review.

Executive Session ended at 8:45 pm and the regular meeting resumed. The meeting was adjourned at 8:45 pm

Respectfully Submitted by H. Rose