

Hampton Bays Public Library

Minutes of the May 10, 2022 Regular Meeting

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

Present via zoom: M. Stutt

Absent: A. Filorimo

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

The meeting was opened at 7:07 pm by President B. Skelly.

The agenda was adopted. D. Zimmerman/H. Rose 6/0/0

The minutes of the April 5, 2022 Regular Board Meeting and the minutes from the April 19, 2022 Policy and Bylaws Committee Meeting as amended were approved. K. Dunn/ F. Baker 6/0/0

Period of Public Expression: None

Correspondence: Barbara and board received a thank you note from Vicky Urbelis which she shared. Stephanie read a few letters that came in supporting of the library and librarians!

Treasurer's Report:

The schedule of claims dated for May 10, 2022 in the amount of \$59,216.68 was approved. K. Dunn/H. Rose 6/0/0

The listed prepays for check numbers 31454-31478 in the amount of \$63,696.13 was approved. D. Zimmerman/ K. Dunn 6/0/0

The payroll dated 4/1/2022 for \$69,397.42, payroll dated 4/15/2022 for \$55,887.24 and payroll dated 4/29/2022 for \$56,813.11 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 May 2022 were approved. F. Baker/ K. Dunn 6/0/0.

Director's Report:

Stephanie attended a few meetings this month, and reports will be given. Stephanie also met with painters and electricians for building improvements. Barbara asked about the status of the handrail painting job and Stephanie pointed out the warmer weather approaching, and the job will be completed soon. Stephanie plans on meeting with the Building and Grounds committee in the next few weeks.

Stephanie attended a Zone 1 Directors meeting which she found helpful. She also reported that next month Hampton Bays will host the next directors meeting.

Rita scheduled training for the new program registration calendar, and the rest of the staff was trained on how to register patrons for programs. This will be launched next month during July/August sign up times.

Stephanie reported on the very successful Staff Development Day on Tuesday, April 26th. Stephanie filled us in on the day and included the agenda for the meeting. The day ended with a team building activity: Shark Tank. Stephanie discussed some of the ideas, along with the winning idea. She hopes to implement all of them in the future! Stephanie discussed Lighthouse Security Update, and the board discussed possible other plans since the new ETA is mid-2023. Finally, Stephanie continues to work on the 2023 budget. She continues to consult with Al Coster and Kevin Verbese, and in the next few weeks she will plan a Finance Committee meeting to further discuss this.

Personnel Report:

The board approved of the hiring of Kyle McCarthy, part-time custodian. D. Zimmerman/H. Rose 6/0/0

Committee Reports:

Bylaws and Policy Committee met on April 19, 2022. Minutes were attached.

Buildings and Grounds Committee will meet next week.

Finance and Grants Committee did not meet.

The Friends of the Library met on March 28th and Frank and Stephanie attended, and Frank reported on the meeting.

Nominations and Personnel Committee did not meet.

Strategic Planning Committee did not meet.

Old Business:

1. Return of Memorial Brick Tributes: Stephanie brought in a sample of a brick and mentioned that based on bricks purchased the cost of the brick will be determined. She doesn't think this will compete with our annual appeal.

2. Trustee Training Webinars: Barbara gave the board a list of webinars for trustee professional development. It was agreed that each trustee will virtually attend 2 courses this year.

New Business:

1. Website Peek: Rita showed the mockup of the new website. After a few revisions it will be ready to launch.

2. Addition of Notary Public Services: Stephanie reached out to staff and enlisted three staff members to get trained. Once they have taken the exams and received their numbers, Stephanie will start advertising it. She asked the board to consider whether to offer it for free or for a nominal fee.

3. Budget vote Tuesday August 9

a. Space limitation on August 9 so it is suggested to move board meeting to Wednesday, August 10th.

4. Trustee Vote

a. The revised Bylaws were accepted unanimously.

b. The Purchasing Policy was accepted unanimously.

c. The Hiring Policy were accepted unanimously.

Period of Public Expression II: K. Goldfarb spoke briefly about the new sign language course and raved about it. While it's only scheduled for four weeks, they would love to see it extended!

The meeting was adjourned at 8:41 pm

Respectfully Submitted by H. Rose