

## **Hampton Bays Public Library**

### **Minutes of the August 9, 2022 Regular Meeting**

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

Present via Zoom: S. McEvoy

Guest: Gayle Ratiliffe

The meeting was opened at 7:03 pm by President B. Skelly.

The agenda was adopted with revisions. D. Zimmerman/F. Baker 7/0/0

The minutes of the July 12, 2022 Regular Board Meeting were approved. K. Dunn/M. Stutt 7/0/0

Period of Public Expression: None

Correspondence: No correspondence.

The schedule of claims dated for August 9, 2022 in the amount of \$26,988.10 was approved. M. Stutt/H. Rose 7/0/0

The listed prepays for check numbers 31683-31716 in the amount of \$34,252.24 was approved. K. Dunn/ D. Zimmerman 7/0/0

The payroll dated 7/8/2022 for \$56,270.19 and payroll dated 7/22/2022 for \$57,173.44 with a grand total \$174,683.97 were approved. H. Rose/ F. Baker 7/0/0

The budget report year to date and the monthly budget report for July 2022 were approved. K. Dunn/ D. Zimmerman 7/0/0.

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

Stephanie was reporting from home remotely, but she reported that with the high heat recently, the library welcomed lots of patrons looking for relief.

Stephanie and Regina met with a representative from PERMA as well as Met Life Dental. Both meetings were very helpful and informative.

Stephanie also met with Diane and Patty from the Committee for the Common Good regarding the Blessing Box. The location is still being considered as well as staff and patrons feelings on the issue. The board voted last month to approve the box, but we revised that motion to include staff input, and as long as it is well received the library will move forward with its installation. Stephanie will create a google survey in order to gauge staff approval.

Stephanie met with Mr. Ron Christiansen about a donation from his wife, and her collection of quilting books. Stephanie will label all the books and put them into circulation.

Stephanie received 9 more boxes of COVID tests to continue to distribute amongst patrons.

Stephanie attended an Active Shooter training that was very meaningful and useful. She would very much like to host a training at the library to be offered to staff as well as board members. Stephanie also attended several virtual webinars that were very helpful and informative.

#### Committee Reports:

Bylaws and Policy Committee did not meet but would like to schedule a review of the internal and external library policies.

Buildings and Grounds Committee did not meet.

Finance and Grants Committee did not meet.

The Friends of the Library did not meet for the month of July.

Nominations and Personnel Committee did not meet but Kathy wanted to remind all board members to take a few online trustee course work. Term limits were discussed, and while are all grandfathered in, we can choose to be on a three-year track or five year track. Moving forward, Trustees inducted to the board after the revised By-laws will be held to three-year terms.

Strategic Planning Committee did not meet.

#### Old Business:

1. Lighthouse Security install update: Planning for an early to mid-September installation and Stephanie is feeling confident that this will happen as planned.

#### New Business:

1. Briscoe Security contract buy out: C&H were not able to pay out the Briscoe contract, but Stephanie would still like to move forward with paying to terminate the contract. Dave mentioned getting our lawyer to draft a letter making the termination official. A motion was made to approve the buy out in the amount of \$2,094.05 to terminate the contract. Yes-7 No-0.
2. Blessing Box Location: The board made a motion to approve the location on the north side of the driveway on Ponquogue for a 3-month trial bases after staff have been polled regarding their opinions. Yes-7, No-0

Period of Public Expression II: G. Ratiliffe mentioned when she was looking for archived minutes, she commented that our website only has the minutes posted from March 2022 but nothing more current.

The meeting was adjourned at 8:05 pm

Respectfully Submitted by H. Rose