

## Hampton Bays Public Library

### UNAPPROVED Minutes of the October 11, 2022 Regular Meeting

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

Absent: K. Dunn

Guest: Gayle Ratcliffe and Andrea Cote

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

The agenda was adopted with revisions. D. Zimmerman/F. Baker 6/0/0

The minutes of the September 13, 2022 Regular Board Meeting with revisions were approved. A. Filorimo/F. Baker 6/0/0

Period of Public Expression: None

Correspondence: Stephanie read a letter aloud from parents feeling strongly about upcoming department head hiring in the teen department. Vicky and Eric were commended and mentioned positively for their past efforts and the parents were requesting that future teen librarians be similar to these current staff. Local teens rely heavily on the safe space these teen librarians provide, and they only hope it continues.

The schedule of claims dated for October 11, 2022, in the amount of \$221,113.06 was approved. A. Filorimo/ F. Baker 6/0/0

The listed prepays for check numbers 31829-31859 in the amount of \$29,180.53 was approved. A. Filorimo/ M. Stutt 6/0/0

The payroll dated 9/2/22 for \$55,290.31, payroll dated 9/16/22 for \$54,447.4, and payroll dated 9/30/2022 for \$55,588.39 with a grand total \$221,113.06 were approved. H. Rose/ A. Filorimo 6/0/0

The budget report year to date and the monthly budget report for September 2022 were approved. D. Zimmerman/ H. Rose 6/0/0.

#### Director's Report:

Stephanie reported the resignation of Vicky Urbelis, YA Department Head. She took a position as Head of Reference at Longwood Library. As of the report, Stephanie was still conducting interviews to find a suitable replacement, but she said as of now, all the interviews have taken place.

After meeting with Emily Cullings to review the revisions of the staff wish list, the distribution of funds was discussed. The Friends plan on doing it a bit differently with regard to support for adult programs and summer reading programs. An updated Wish List will be submitted at the next Friends meeting. The establishment of a Library of Things is an item on the wish list. \$2000 is being ask for initial purchases. This would be placed in a very visible place, and they anticipate that it will be well received amongst patrons. Of the meetings Stephanie attended, her and Dom met with Diane Holer-Hayes and Allen Schneider about the labor and installation of the Blessing Box. Stephanie renamed it to be a Food Pantry and that will be reflected in the upcoming newsletter. Tony Filorimo expressed his concern about the safety and possible insurance liability as a result of the Food Pantry. Stephanie reminded us that she already looked into any potential liability and that this is for a three-month trial period.

Personnel Report:

The board approved of the hiring of Jason Fallo, part-time YA page with a start date of 9/7/2022, Michael Healey, part-time custodian with a start date of 9/16/2022, and Sarah Flood, part-time YA librarian with a start date of 9/23/2022. D. Zimmerman/H. Rose 6/0/0  
The resignations of Leonard Borchers, part-time custodian, effective 9/14/2022, Josephine Perl, YA page, effective 8/29/2022, Victoria Laureano, part-time circulation clerk, effective 8/17/2022, and Shawn Klopfert, part-time circulation clerk, effective 8/17/2022 were approved. A. Filorimo/D. Zimmerman 6/0/0.

Committee Reports:

Bylaws and Policy Committee did not meet, but Stephanie said the documents are done and ready for review by the committee. Barbara will reach out to the committee to schedule a meeting.  
Buildings and Grounds Committee did not meet.  
Finance and Grants Committee did not meet.  
The Friends of the Library met on September 26<sup>th</sup>. Frank and Stephanie attended. While the Friends have over \$44,000 in their account, their organization still requires funds to be maintained. Sadly the Fall Festival was cancelled because of the weather, so they lost out on that possible revenue.  
Nominations and Personnel Committee did not meet.  
Strategic Planning Committee did not meet.

Old Business:

1. The work done by Lighthouse Security was discussed during Stephanie's board report.
2. The Blessing Box was mentioned in Stephanie's board report.
3. The Annual Appeal was discussed and will be in the Nov-Dec newsletter
4. Stephanie was having trouble reaching the management at 78 Foster, so she is looking into a different venue. She will have all the details by next board meeting.
5. The Staff/Trustee Active Shooter Training was confirmed, and several board members plan to attend.

New Business:

1. The board took a virtual tour of the Montauk Library Capital Project.
2. Again, the idea of a separate fundraising committee, similar to our previous idea of a Trust, was mentioned. While it should operate differently than the Friends Committee, privately soliciting funds might help towards future building renovations. The recommendation was made to consider the inclusion of community members as well as Trustees on a fundraising committee.
3. Christmas Day falls on Sunday, the board voted to observe Christmas on Monday December 26<sup>th</sup>. H. Rose/F. Baker 6/0/0
4. The board approved the proposed Resource Sharing Code Resolution #22-10. 6- Yes, 0- No

Period of Public Expression II: None

The board moved into Executive Session at 8:28 pm. A. Filorimo/H. Rose 6/0/0  
The board concluded the Executive Session at 8:42 pm and resumed the October 11<sup>th</sup> Regular Board Meeting.

The meeting was adjourned at 8:43 pm  
Respectfully Submitted by H. Rose

**Hampton Bays Public Library**

**Minutes of the October 17, 2022 Special Bylaws and Policy Committee Meeting**

Present: B. Skelly, H. Rose, K. Dunn and S. McEvoy

The meeting began at 6:05. The committee reviewed the proposed changes to the Hampton Bays Public Library Employee Handbook. Stephanie provided trustees with paper copies of the handbook that was previously e-mailed, all while recording the changes on her computer document. The trustees have access to this copy as well.

The meeting ended at 7:58 pm

Respectfully submitted by Hilary Rose