

Hampton Bays Public Library

Minutes of the November 8, 2022 Regular Meeting

Present: D. Zimmerman, B. Skelly, H. Rose, F. Baker, M. Stutt and A. Filorimo, K. Dunn 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. A. Filorimo/K. Dunn 7/0/0

The minutes of the October 11, 2022 Regular Board Meeting with revisions were approved. D. Zimmerman/K. Dunn 7/0/0

The minutes from the October 17, 2022 Special Bylaws and Policy Committee Meeting were approved. M. Stutt/ F. Baker 7/0/0

Period of Public Expression: None

Correspondence: Stephanie reported that there was no positive or negative correspondence.

The schedule of claims dated for November 8, 2022, in the amount of \$215,991.09 was approved. A. Filorimo/ K. Dunn 7/0/0

The listed prepays for check numbers 31896-31915 in the amount of \$36,342.28 was approved. D. Zimmerman/ H. Rose 7/0/0

The payroll dated 10/14/2022 for \$54,147.48 and payroll dated 10/28/2022 for \$61,491.63 with a grand total \$215,991.09 were approved. H. Rose/ K. Dunn 7/0/0

The budget report year to date and the monthly budget report for October 2022 were approved. M Stutt/ A. Filorimo 7/0/0.

Director's Report: Stephanie reported on a number of areas, including the loss of Fran Tennaro, beloved circulation clerk, Lighthouse Security update including estimates for interior and exterior cameras, the revised staff wish list, the teen department new hire, the blessing box update and Annual Staff Meeting.

Personnel Report:

The board approved of the hiring of Linda Mora, part-time YA page with a start date of 10/3/2022 and Sandy Cuccia (rehire), adult page/circulation clerk with a start date of 10/21/2022.

The resignations of Victoria Urbelis, Head of Teen Services, effective 10/21/2022 was approved. A. Filorimo/ D. Zimmerman 7/0/0.

Committee Reports:

Bylaws and Policy Committee met on October 17, 2022 and minutes were provided.

Finance and Grants Committee did not meet.

The Friends of the Library met on October 24, 2022 and Frank and Stephanie attended. Frank briefly reported.

Nominations and Personnel Committee did not meet.

Strategic Planning Committee did not meet.

Old Business:

1. Blessing Box was discussed during the Director Report.
2. Annual Meeting/ Dinner was discussed during the Director Report.

New Business:

1. Memorial for Fran Tennaro: The board made a motion to contribute to a gift in Fran's honor. A tree plaque was discussed as well as a brick. Barbara mentioned thinking it over and getting an email thread going so that we can decide soon. Tony mentioned maybe planting a shrub to replace a dead one and have it planted in Frans honor. Stephanie mentioned that Fran was a Broadway theater lover, and so we thought to maybe buy tickets to a show and raffle them off in Frans Honor. All proceeds will be donated to St. Rosalie's food pantry, an organization Fran volunteered for and was passionate about.
2. Notary charges: The library will have 3 notaries eventually and Stephanie suggested that the trustees create policy to charge for notaries (\$2/per stamp - mandated by NYS). The board unanimously agreed.
3. Snow Closings: The library is currently not tied to the school, and closing the library is very subjective. Stephanie asked for the board to consider linking our closing with the school districts. A motion was made to match Hampton Bays UFSD closings.
4. Volz & Vigliotta, PLLC: A motion was made to accept the legal services agreement with Volz & Vigliotta, PLLC was made. M Stutt/ F. Baker 7/0/0
5. SCLS 2023 Budget Vote: A motion was made to approve the Proposed SCLS FY 2023 Operating Budget. H. Rose/ A. Filorimo 7/0/0

Period of Public Expression II: None

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

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Minutes of the November 8, 2022 Special Bylaws and Policy Committee Meeting

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

The meeting began at 6:15pm. The committee reviewed the proposed changes to the Hampton Bays Public Library Employee Handbook. Specifically discussed changing the library's Sunday policies in an effort to stay within the budget for staff payroll.

The meeting ended at 6:58 pm

Respectfully submitted by Hilary Rose