

## **Hampton Bays Public Library**

### **Minutes of the September 13, 2022 Regular Meeting**

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

Present via Zoom: M. Stutt

Guest: Gayle Ratcliffe

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

The agenda was adopted with revisions. D. Zimmerman/H. Rose 7/0/0

The minutes of the August 9, 2022 Regular Board Meeting were approved with revisions. B. Skelly/K. Dunn 7/0/0

Period of Public Expression: None

The board went into Executive Session to discuss the Director Review. H. Rose/ K. Dunn 7/0/0

The board ended the Executive Session and resumed the Regular Board Meeting at 7:34 pm. K. Dunn/ F. Baker 7/0/0

Correspondence: No correspondence.

The schedule of claims dated for September 13, 2022 in the amount of \$216,687.13 was approved. H. Rose/K. Dunn 7/0/0

The listed prepays for check numbers 31758-31778 in the amount of \$33,951.51 was approved. K. Dunn/ A. Filorimo 7/0/0

The payroll dated 8/5/22 for \$56,973.17 and payroll dated 8/19/22 for \$55,835.98 with a grand total \$216,687.13 were approved. H. Rose/ F. Baker 7/0/0

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

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

Stephanie is excited to collaborate with a WH realtor who would like to sponsor a program. After expressing her interest in a children's program and \$200-\$300 budget, Stephanie helped organize a Children's Room trip to The Milk Pail in Watermill. As a result, Stephanie created a sponsorship program that she introduced at the September Chamber of Commerce meeting, and she will continue to promote it.

Stephanie received a call asking about memorial donations. She ordered tree plaques from Etsy, and since the value is half of what the donation suggested, this could be a potential for fundraising in the future!

While Stephanie had to reduce her department head's meeting schedule from bimonthly to monthly, she assured the board that the staff is happy with climate of their work environment and feels supported by Stephanie and the board.

Stephanie and Regina met with Joe Price, our insurance agent. While discussing ways to reduce rates, it came to Stephanie's attention that no formal audit had been done since 2010. Before that time, the audit would be updated annually, and Stephanie would like to inventory everything in the library (cost \$4,000-5,000 +/-), then moving forward perform an annual update (\$1,300 +/-). Decision on authorizing the audit was tabled until 2023's first quarter.

Stephanie is working with a painter to patch the wall where the new digital sign will go. Everything else is in place and the screen is ready to be used.

#### Committee Reports:

Bylaws and Policy Committee did not meet.

Buildings and Grounds Committee met and Kathy submitted minutes to everyone.

Finance and Grants Committee did not meet.

The Friends of the Library met on August 29<sup>th</sup>. Stephanie attended and passed out their annual report.

Nominations and Personnel Committee did not meet but Barbara passed out a table reflecting everyone's terms, and their limits. She asked the board members to consider when they are thinking to end their terms, if at all early.

Strategic Planning Committee did not meet.

#### Old Business:

1. Stephanie reported the Lighthouse Security is scheduled to be installed on 9/26/22!
2. The Blessing Box and its installation was discussed. Stephanie found a better spot for it, keeping it shaded and in a safer spot.
3. The Annual Appeal letter was distributed, and its circulation was discussed. We can decide to mail it separately, included in the newsletter, and/or email it. Stephanie will call Searles to compare the price of mailing it separately or attached to the newsletter. She will follow-up next meeting.

#### New Business:

1. Bayport-Blue Point Library Tour: Barbara and Kathy met and toured the library. The director turned out to be a former Hampton Bays Public Library director and was happy to give the tour himself. They provided photos of their trip as well.
2. Stephanie asked the board their opinion for the Holiday Party. The board all felt that 78 Foster was a great place to host. Barbara provided Stephanie with a contact to help arrange the party. We chose the date of December 4<sup>th</sup> and Stephanie will find out if that date is available.
3. The board agreed to close the library on Monday January 2, 2023 in observance of New Year's Day.
4. Stephanie was supposed to present at the NYLA Conference a few years ago and did not get the opportunity to do so because of the shutdowns due to COVID. She would like to now attend the rescheduled conference and present. The conference is scheduled for November 2<sup>nd</sup>- 5<sup>th</sup>. Stephanie would like to schedule an Active Shooter Training and the board chose the date of November 7 between 9-10:30 am. Board members will do their best to attend.
5. All trustees are receiving emails from their new library addresses, and Stephanie will continue to use this as the primary address for the board.

Period of Public Expression II: G. Ratcliffe spoke about the Annual Appeal and mentioned maybe looking into other organizations to find out when and how they appeal for funds.

The board moved into Executive Session at 9:10 pm. B. Skelly/ D. Zimmerman 7/0/0

The board concluded the Executive Session and resumed the September 13<sup>th</sup> Regular Board Meeting.

The meeting was adjourned at 9:16 pm

Respectfully Submitted by H. Rose