

Hampton Bays Public Library

Minutes of the April 11, 2023 Regular Meeting

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

Absent: A. Filorimo

Guest: A. Coster and R. Cantor

The meeting was opened at 6:58 pm by President B. Skelly.

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

The minutes from the March 14, 2023 Regular Board Meeting were approved. F. Baker/ K. Dunn 6/0/0

Audit Report: Al Coster gave a presentation as to why his firm does an annual audit. Due to Regina doing all of the accounting practices for the library, his firm reviews all of the library's business, acting as the formal review for her work. Mr. Coster spent some time reviewing the year's balance sheet, explaining the differences between assets, liabilities, fund balance and net positions. He also provided the trustees with advice and suggestions to assist in their duties such as reviewing payroll, unfamiliar vendors, and keeping an eye on check numbers.

Period of Public Expression: None

The board moved into Executive Session at 7:50 pm K. Dunn/ F. Baker

The board resumed regular session at 8:16 pm B. Skelly/ M. Stutt

Correspondence: Stephanie received a letter from Fran Higgins highlighting the services provided by the library and excellent staff. The letter was read out loud and copies were put in mentioned employees personnel folders.

Treasurer's Report

The schedule of claims dated for April 11, 2023, in the amount of \$246,693.204 was approved. F. Baker/ K. Dunn 6/0/0

The listed prepaids for check numbers 32167-32234 in the amount of \$26,868.30 was approved. K. Dunn/ M. Stutt 6/0/0

The payroll dated 3/3/2023 for \$53,979.26, payroll dated 3/17/2023 for \$54,757.45, and payroll dated 3/31/2023 for \$54,552.15 were approved. H. Rose/K. Dunn 6/0/0

The budget report year to date and the monthly budget report for March 2023 were approved. K. Dunn/ F. Baker 6/0/0.

Director's Report:

Stephanie mentioned two important upcoming dates: Professional Development Day, in which the library will be closed (Friday, May 19, 2023) and the budget vote which is set for Tuesday August 8, 2023.

Stephanie has been researching comparison quotes for the library's worker's compensation insurance. Thankfully Perma, our current company, was very close to other's. In fact, we are up for a rebate due to there being a lack of claims this past year.

Stephanie is also looking into service contracts for our elevator and is hoping to get other quotes. Additionally, she scheduled an on-site inspection for a maintenance service contract quote with Champion Elevator, a company recommended by other east end libraries.

The finance committee met earlier in the month to discuss several newly hired staff that are not able to join the library's current 403b. Stephanie would like to meet with the committee once more in April to discuss and finalize it so that she can put together a resolution for next month's meeting.

Stephanie and David met with Dime bank to increase the interest rates on the library's accounts. After contacting TD Bank, Stephanie feels confident that Dime will match their proposed rate.

Personnel Report:

There were several personnel changes Stephanie reported on.

Committee Reports:

Bylaws and Policy Committee

Building and Grounds Committee will meet this month for updates on some of the items being considered for 2023.

Finance and Capital Committee will meet this month to finalize recommendations to the Board to move the existing 403b account to Voya.

The Friends of the Library met and Stephanie provided the minutes for it.

Nominations and Personnel Committee didn't meet but continue to collect trustee applications.

Strategic Planning Committee did not meet.

Old Business:

- Resolution #23-05 Adoption of the Employee Handbook 2023: Skelly- yes, Zimmerman- yes, Rose- yes, Baker- yes, Dunn- yes, Stutt- yes The Resolution was adopted.
- Fran Tennaro Tribute Donation: Barbara discussed the donation in Fran's honor from the board and mentioned ways trustees can reimburse her.

New Business:

- Trustee Goals 2023
- Library Golf Fundraiser: Stephanie reported on an upcoming fundraiser on July 7th and 8th here at the library. She will send the board more information about the event and mentioned the opportunities for local business members.

Period of Public Expression II: None

The board moved to executive session at 9:08 pm. H. Rose/ D. Zimmerman

The board moved back into regular meeting at 9:25 pm. H. Rose/K. Dunn

The meeting was adjourned at 9:26 pm

Respectfully Submitted by H. Rose