

HAMPTON BAYS PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES
February 20, 2024 7:00pm (weather postponement from 2/13/24)

MEETING MINUTES

Present: Michael Stutt, Anthony Filorimo, Frank Baker, Barbara Jay, Stefani Joslin, Stephanie McEvoy

Present via Zoom: Barbara Skelly (without voting privileges)

Guest: Anthony Giansante, as component of his Library Director academic training degree program

Meeting was called to order by President Michael Stutt at 7:00pm

Pledge of Allegiance was recited by all attendees.

Adoption of the Agenda with minor corrections Motion by T. Filorimo, seconded by S. Joslin, all (5 present in person) voted unanimously to accept.

Approval of the minutes of the January 16, 2024 Annual Organizational Meeting-motion by F. Baker/seconded S. Joslin-passes; January 16, 2024 Board Meeting-motion by F. Baker/seconded S. Joslin; passes

Period of Public Expression I – Guest expressed thanks for being invited and included in discussions.

Correspondence – Director read complimentary patron letter re Teen Room activities; President read thank you letter from former Trustee K.Dunn; President read thank you letter sent to Sr. Mary Beth re ESL program work.

Treasurer's Report

- Warrant 'Schedule of Claims' - motion by T. Filorimo/seconded B. Jay, passes
- Prepays-motion by S. Joslin/seconded T. Filorimo, passes
- Payrolls-motion by S. Joslin/seconded F. Baker, passes
- Financial Reports-motion by S. Joslin/seconded B. Jay, passes

Director's Report / Personnel Report – Director reported on: Minimum wage increase will be implemented by Accolade Cleaning company (state mandated); exemplary work by new snow removal company; receipt of patron Estate Gift of \$20K and thank you acknowledgements of same by Director; purchase of much-needed coat racks for meeting rooms; new ESL instructor plus new backup substitute; staff person post-surgery update; Marvin window repairs; new Book Club initiated and finally some personnel title changes implemented for positive succession planning.

Also, introduction of formalized Friends financial request document, which helps clarify timing and exact amounts of gifts from HBPL Friends group.

Committee Reports

- Bylaws & Policy – no meeting at this time
- Building & Grounds – no meeting at this time
- Finance & Capital Endowment – no meeting at this time
- Friends of the Library – see note above re Director initiative
- Nominations – no meeting at this time
- Strategic Planning - no meeting at this time, but planning for an April meeting to further discuss/expand Long Range Plan

Old Business

- Monthly financial review schedule – need to formalize schedule for Trustees to participate. Separate notice to be sent to Trustees.
- Long Range Plan 2024-2029 (Resolution 24-01) – Votes Stutt Y; Filorimo-Y; Baker-Y; Joslin-Y; Jay-Y and Skelly-abstain, therefore passes

New Business

- Budget Vote Date 2024 – conflict with August 13 Board Meeting date, therefore voted (unanimously) to move Budget Vote to Tuesday August 6th for 2024.
- Trustee Goals 2024 – reviewed/discussed and voted unanimously to accept.
- Trustee Term document – for info only, matrix showing each Board members start/end/term dates
- Annual Trustee Training 2024- discussed 2 hour minimum requirement for every Board member as of 2023; mention of 5/1 special event at SCLS in Bellport which will include some training. Plenty of online resources for trustees to avail themselves of.
- Staff Development Day – discussion and confirmation of 3/29/24 date to include training/emergency procedures/team building
- Trustee brought up issue of empty HB Capital 1 Bank building on Montauk Highway and non-response to letter from HBPL sent almost a year ago; this falls under “Community ReInvestment Act” topic
- Resolution 24-02: Discussion and vote to replace metal hand rail on main entranceway stairs to Library for additional safety measures; vote is unanimous for Director to proceed; approximate cost of \$4250.00

Period of Public Expression II – gratitude again from guest for his enjoyment of the session.

Adjournment of Monthly Board Meeting at 8:34pm and move into Executive Session at 8:35

Executive Session – Board voted unanimously to close regular Monthly Board Meeting and move into Executive session at 8:35pm to discuss legal matter- see separate meeting notes.

Re Opening of Regular Monthly Board Meeting took place at 8:46pm.

Adjournment of Regular Monthly Board Meeting took place at 8:47pm

Next meeting: March 12, 2024 / Meeting Notes Respectfully Submitted by Barbara Skelly on 2/21/24.

HAMPTON BAYS PUBLIC LIBRARY
EXECUTIVE SESSION MEETING OF THE BOARD OF TRUSTEES
February 20, 2024 (weather postponement from 2/13/24)

EXECUTIVE SESSION MEETING MINUTES

Board voted unanimously to close regular Monthly Board Meeting and move into Executive session at 8:35pm to discuss a legal matter.

The issue was the final notification/closure of a lawsuit involving a patron 'slip and fall' accident whereby the insurance company Utica Mutual Ins Co. issued and paid out a judgement and Director is informing both new and seasoned members of this issue. The legal matter is now closed.

Board voted unanimously to close Executive session and resume Regular Monthly Board Meeting at 8:46pm.

Executive Session Meeting Notes Respectfully Submitted by Barbara Skelly on 2/21/24.