

HAMPTON BAYS PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES
Oct 8, 2024 7:00pm

Meeting Minutes

Present: Michael Stutt; Frank Baker; Stefani Joslin; Barbara Jay; Rosemary Sullivan

Absent: Barbara Skelly; Anthony Filmorio

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

Pledge of Allegiance- recited by all

Adoption of the Agenda- 1st F. Baker/ 2nd Motion B. Jay. Passes

Approval of the minutes of the Sept 10, 2024 Board Meeting- 1st S. Joslin/ 2nd F. Baker. Passes

Period of Public Expression I- none

Message from the President- M. Stutt pointed out B. Skelly's email to everyone about reading and responding to important emails. moving forward, M. Stutt asked that everyone please read and respond promptly to emails that warrant an answer. Also moving forward, please use library emails only in regards to HBPL discussions. Personal emails should not be used for HBPL matters. Any discussion outside of HBPL matters please do not use HBPL library emails.

Correspondence- Yoga ladies asked if carpet downstairs can be replaced as it is worn and has stains. S. McEvoy reserved the topic of replacing the flooring for a later date but wished to put the idea in mind for everyone to think about.

Treasurer's Report

- Warrant 'Schedule of Claims' - 1st S. Joslin/ 2nd F. Baker. Passes
- Prepays- 1st B. Jay/ 2nd R. Sullivan. Passes
- Payrolls- 1st S. Joslin/ 2nd Motion M. Stutt. Passes
- Financial Reports- 1st B. Jay/ 2nd M. Stutt. Passes

Director's Report / Personnel Report- Director reported on the following activities: Legislative meeting with Anthony Palumbo to advocate for issues that affect went really well. S. McEvoy and S. Joslin met with Michael Carlson, Assistant Superintendent for Curriculum and Diane Fox, Director of Bilingual and Alternative Education of HB Union Free School District to discuss the 2024/2025 Title Grant received by the school and how the library could collaborate with teachers and support the curriculum in the future. The four (4) artwork pieces were returned and awaiting to be hanged. The repairs to the brick exterior and roof vents were completed. An intern from Suffolk Community College Business Program will be working through IT eight (8) hours a week from September 25- mid December. Met with Pansy from Mei-Wo Design took measurements of the building and staff is beginning a "wish list". New stamp machine was purchased. Met with a Risk Management Consultant from Utica Ins Co. Dom returning for "light" duties October 11th.

Committee Reports

- Bylaws & Policy - did not meet
- Building & Grounds -did not meet
- Finance & Capital Endowment- did not meet
- Friends of the Library- S. McEvoy reported Friends are holding Mini Golf and Springfest weekend of Mother's Day: May 10th/ May 11th. Art auctions will also be held in July 2025. Friends have started to give away some of the books at the store to start to make more space for library storage.
- Nominations - Met Oct. 8th 6pm. Applications to fill A. Filmorio's position will go out in the November newsletter. Online application will also be available in hopes to get more applicants and diversify the Board. R. Sullivan asked fellow trustees to do some outreach and get some applicants. Questions on application will be made easier for the applicants. Discussed doing background checks on the final few applicants. Reasons being but not limited too: working with finances; in a place with children and elderly; late meetings; etc. Possible add to the Bylaws, S.McEvoy to check with Kevin Verbesey and/or library attorney for guidance. To be approved by the Board at a later date.
- Strategic Planning- did not meet

Old Business

- Trustee Training Session - Thurs, Nov 14 or Tues, Nov 19?- Board voted on Nov 14 5pm-7pm.

New Business

- Resolution 24-10 Public Policy Manual- approved
- Resolution 24-11 Trustee Education Policy
- Suffolk Cooperative Library System (SCLS) FY 2025 Budget review
- Annual Meeting Sunday, Dec 15- Villa Paul 5:30pm- 7:30pm.

Period of Public Expression II- none

Executive Session – (If needed)

Adjournment- called by President M. Stutt 8:18pm. 2nd F. Baker

Next meeting: November 12, 2024