

**HAMPTON BAYS PUBLIC LIBRARY**  
**MEETING OF THE BOARD OF TRUSTEES**  
**November 12, 2024 7:00pm**

**MEETING MINUTES**

**Present:** Michael Stutt, Barbara Skelly, Barbara Jay, Stefani Joslin, Rosemary Sullivan, Stephanie McEvoy  
Director

**Absent:** Frank Baker, Anthony Filorimo

**Guests:** None

**Meeting was called to order** by President Michael Stutt at 7:02pm

**Pledge of Allegiance** was recited by all attendees.

**Adoption of the Agenda** - 1<sup>st</sup> motion S.Joslin,/ 2nd B. Skelly, passes

**Approval of the minutes of the October 8, 2024 Board Meeting** - 1<sup>st</sup> motion B. Skelly, / 2nd R. Sullivan, passes

**Correspondence :** Director read a brief letter from a homebound HB patron who commended the staff and offered heartfelt thanks along with a generous donation to the Friends of the Hampton Bays Library.

**Treasurer's Report**

- Warrant 'Schedule of Claims' - 1<sup>st</sup> motion B. Jay / 2nd M. Stutt, passes
- Prepays - 1<sup>st</sup> motion S. Joslin / 2nd R. Sullivan, passes
- Payrolls - 1<sup>st</sup> motion B. Skelly / 2nd B. Jay, passes
- Financial Reports - 1<sup>st</sup> motion S. Joslin / 2nd B. Skelly, passes

**Director's Report / Personnel Report:** Director reported on the following: Donation received from Stella & Charles Guttman Foundation; Maintenance Mgr back from medical leave; Water Fountain plumbing project progress; HVAC units completion; Painting of speed bumps in parking lot; Resolution of leak in lower level ladies room; Flooring options estimates lower level program room; recent Patron Conduct Policy violations (2) (resolved); Trustee Training 11/14 and Annual Staff Meeting 12/15 at Villa Paul.

**Committee Reports**

- Bylaws & Policy – did not meet
- Building & Grounds – meeting TBD – F. Baker/B. Jay Committee will set date soon
- Finance & Capital Endowment – did not meet
- Friends of the Library – 10/28 Meeting; discussion regarding plan for January event to reduce Book Store inventory, offering free books, need to make space in downstairs area
- Nominations – meetings in progress regarding applications and interviews for open Trustee position, Also discussion if there are more qualified candidates than openings to encourage participation in Committees (do not have to be a Trustee to serve on a Committee)
- Strategic Planning - did not meet

**Old Business**

- Credit card fees update – Conversion of 2 systems (Square & Clover) to 1 system (Square) with new register in progress. This will minimize fees and maximize efficiency in processing payments,-need to post signs to notify patrons re % added to cc use (at future date) as most retailers are doing today.
- Santa sleigh ride/Tree lighting – face painter – occurring on 12/1, sponsored by Chamber of Commerce.

- Trustee background checks – discussed, but voted against at this time
- Resolution 24-11 Trustee Education Policy - Passed Unanimously. Votes: Stutt-Y; Filorimo-abs; Baker-abs; Skelly-Y; Joslin-Y; Jay-Y; Sullivan-Y therefore 5/0/0 majority ruling allows passing. 9

#### **New Business**

- Resolution 24-12 Open Meetings Law Policy update - Passed Unanimously. Votes: Stutt-Y; Filorimo-abs; Baker-abs; Skelly-Y; Joslin-Y; Jay-Y; Sullivan-Y therefore 5/0/0 majority ruling allows passing.
- SCLS 2025 Live-brary download cost – discussed, this is mandated, no changes possible
- SCLS 2025 Budget Vote – Board Voted in favor (as one block)
- SCLS Board of Trustee Vote (5 ballots) – Board Voted Individually and Returned Votes to Director

#### **Period of Public Expression II – None**

**Executive Session** – to discuss personnel matter. Board Voted to Move into Exec Session at 8:18pm by ending Regular Board Meeting at 8:17pm - 1<sup>st</sup> motion B. Jay / 2nd R. Sullivan, passes - separate meeting minutes

The Board reconvened regular board at 9:04pm. The board voted unanimously to approve the renewal of the library director's employment contract.

**Adjournment** - Adjourned at 9:12pm  
1<sup>st</sup> motion S. Joslin / 2nd B. Jay, passes

Respectfully Submitted, Barbara Skelly, Sec'y

**Next meeting:** December 10, 2024