

**HAMPTON BAYS PUBLIC LIBRARY  
MEETING OF THE BOARD OF TRUSTEES  
December 10, 2024 7:00pm**

**MEETING MINUTES – UNAPPROVED**

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

**Absent:** Anthony Filorimo

**Guests:** None

**Meeting was called to order** by President Michael Stutt at 6:57pm

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

**Adoption of the Agenda** - 1<sup>st</sup> motion M. Stutt, / 2nd R. Sullivan, passes

**Approval of the minutes of the November 12, 2024 Board Meeting** - 1<sup>st</sup> motion B. Skelly, / 2nd S. Joslin, passes

**Period of Public Expression I:** no guests

**Correspondence :** Director read a brief letter from a patron who suggested a program of ‘adult gaming’ whereby they learn various computerized game techniques etc. Board discussed some possibilities but due to space constraints, tabled any action at this point.

**Treasurer’s Report**

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

**Director’s Report / Personnel Report:** After door count metrics, Director reported that 90% of construction grant monies have been received; Election Day smooth operation; Annual Veterans Luncheon at Library sponsored by HB Rotary Club and heartwarming activities; repainting of yellow parking lot bumpers; new cash register at front desk (small and digital); historical library documents located by SCLS Director; Xmas tree lighting and SCLS Sled event; feasibility architect visit and reminder of Annual Staff Meeting on 12/15 at 5:30pm.

**Committee Reports**

- Bylaws & Policy – did not meet
- Building & Grounds – Discussed carpet replacement in lower level program room and parking lot re-striping
- Finance & Capital Endowment – did not meet
- Friends of the Library –Recent meeting reports progress on book store reduction in inventory including special ‘give away’ sale planned for 1/11-12; also new sources of outgoing donation/givebacks including Centro Corazon de Maria; good sales from ebay and Pango
- Nominations – committee received 8 applications, eventually 3 withdrew, 2 strong finalists even though just one opening. Based upon recommendations from SCLS Director the board has decided to offer a uniquely qualified applicant the position of Treasurer. This position can be held by a non-trustee and will adhere to carefully defined permissions as outlined in the NYS Library Trustee Handbook (pg 146). Additionally, the board will create an “Advisory Committee” for selected applicants not appointed to the vacant seat. Current Board has voted to proceed in this manner.

- Strategic Planning - did not meet

### **Old Business**

- Credit card fees – Board voted not to pass on these fees to patrons even though many establishments are currently doing this.

### **New Business**

- Resolution 24-13 Parkline Asphalt Maintenance- Passed Unanimously. Votes: Stutt-Y; Filorimo-abs; Baker-Y; Skelly-Y; Joslin-Y; Jay-Y; Sullivan-Y therefore 6/0 majority ruling allows passing.
- Resolution 24-14 Carpet Express - Passed Unanimously. Votes: Stutt-Y; Filorimo-abs; Baker-Y; Skelly-Y; Joslin-Y; Jay-Y; Sullivan-Y therefore 6/0 majority ruling allows passing.
- Trustee self-evaluation – a self evaluation sheet was passed out and requested to be completed prior to next meeting in January 2025.
- New Trustee & Committee Recommendations – two (2) current Board members are up for renewal, therefore anonymous ballot was passed out and returned to Director for tally. Board was advised to think about which committees they would like to serve on for next year.

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

### **Executive Session – None.**

**Adjournment** - Board voted to adjourn at 8:29pm, 1<sup>st</sup> motion M. Stutt / 2nd S. Joslin, passes

Respectfully Submitted, Barbara Skelly, Sec'y

**Next meeting:** January 14, 2025