

**HAMPTON BAYS PUBLIC LIBRARY**  
**MEETING OF THE BOARD OF TRUSTEES**  
**January 14, 2025 7:00pm**

**MINUTES**

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

**Absent:** Frank Baker

**Guests:** Ms. Susan Brosnan, incoming Treasurer

**Call to order** by President Michael Stutt at 7:40pm

**Pledge of Allegiance** recited by all present.

**Adoption of the Agenda** 1st motion B. Skelly / 2nd R. Sullivan, passes

**Approval of the minutes** of the December 10, 2024 Board Meeting 1st motion M.Stutt / 2nd S.Joslin, passes

Board President's Comments – Completing his first year as President, M. Stutt thanked the Board and Director for a successful and productive year and offered positive sentiments for another good one in 2025; also reminding Board members to comply with all trustee duties especially regards communications. Welcoming comments directed to new Board members wishing them much success.

**Period of Public Expression I** - none

**Correspondence** – Director cited note from patrons thankful for Home Bound services and Katie Raynor, circulation clerk who makes extra effort to include personal notes/bookmarks in these packages; 2<sup>nd</sup> note from patron thanking Sara Bedell, adult reference librarian, for 'over and above' helpfulness. These notes are conveyed to staff members and placed in their personal file.

**Treasurer's Report**

- Warrant 'Schedule of Claims' 1st motion B.Skelly / 2nd J. Parker, passes
- Prepays 1st motion 1st motion B.Skelly / 2nd J. Parker, passes
- Payrolls 1st motion B. Jay / 2nd J. Parker, passes
- Financial Reports 1st motion M. Stutt / 2nd J. Parker, passes

**Director's Report / Personnel Report-** Director reported on the following items: door counts, Chamber of Commerce event, Santa Sleigh Ride/Annual Tree Lighting, Square cash register install, Nominations Committee work, Centro Corazon de Maria social work, Friends of the Library activities, spending budgets and staff evaluations with department heads. No personnel changes for the month of December.

**Committee Reports**

- Bylaws & Policy - did not meet
- Building & Grounds – did not meet
- Finance & Capital Endowment – did not meet
- Friends of the Library – did not meet
- Nominations – numerous meetings/interviews culminating in new Board members
- Strategic Planning - did not meet

**Old Business**

- Trustee self-evaluation - still awaiting two missing reports

**New Business**

- Dime Bank – New signature cards – completed and signed by appropriate members
- Review 2025 Trustee Goals – Members reviewed and accepted as stated
- November 2025 Board meeting – reschedule – conflict w/Veterans Day, therefore new date of Wednesday 11/12/25 agreed to by all members
- Advocacy Day – February 4<sup>th</sup> & 5<sup>th</sup> – Director summarized and encouraged any who might want to participate, a packet of info was handed out to educate members on purpose and activities

**Period of Public Expression II – none**

**Executive Session** – to discuss personnel matter at 8:29pm 1st motion M. Stutt / 2<sup>nd</sup> motion J. Parker  
See separate minutes.

**Adjournment of Exec Session at 9:27pm** 1st motion B.Skelly / 2nd J. Parker, passes

**Resume Regular Meeting at 9:27pm** 1st motion B.Skelly / 2nd J. Parker, passes

**Adjournment at 9:28pm** 1st motion B.Jay / 2nd R. Sullivan, passes

Respectfully Submitted,  
Barbara Skelly, Secretary

**Next Meeting:** February 11, 2025