

**HAMPTON BAYS PUBLIC LIBRARY**  
**MEETING OF THE BOARD OF TRUSTEES**  
**February 11, 2025 7:00pm**

**AGENDA**

**Present:** Michael Stutt, Frank Baker, Barbara Jay, Stefani Joslin, Rosemary Sullivan, Jim Parker, Susan Brosnan, and Stephanie McEvoy, Director

**Absent:** Barbara Skelly

**Call to order** by President Michael Stutt 7:00 pm.

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

**Adoption of the Agenda** 1<sup>st</sup> motion F. Baker/ 2<sup>nd</sup>. J. Parker, passes

**Approval of the minutes** of the January 14, 2025 Board Meeting 1<sup>st</sup> motion R. Sullivan/ 2<sup>nd</sup> B. Jay, passes

**Period of Public Expression I-** none

**Correspondence-** none

**Treasurer's Report**

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

**Director's Report / Personnel Report-** Director reported the two new filtered water fountains located upstairs and downstairs as well as the repair maintenance around are completed. Thanks to the Friends of the Library for their generous support for the installation of the fountains. The field measurements done by Mei Wo Design for the feasibility study are completed. As built drawings were briefly reviewed. The grand opening of Hampton Coffee Hampton Bays location was a success and included a raffle benefitting the Friends of the Library. The shell for the Chamber of Commerce is almost complete- design from the book Rainbow Fish- location to be determined. New tables were purchased that are lighter and safer for all to use. The carpet downstairs was installed. Staff Development Day March 21<sup>st</sup>.

**Committee Reports**

- Bylaws & Policy – did not meet
- Building & Grounds – will schedule future meeting re: adding injector pump alarm
- Finance & Capital Endowment- did not meet
- Friends of the Library- the sale of books through the App and EBay is going great. May 9<sup>th</sup> will be a Casino Night instead of Mini Golf to honor the 100<sup>th</sup> Anniversary of the Great Gatsby. Spring Festival will be May 10<sup>th</sup>.
- Nominations- did not meet
- Strategic Planning – did not meet

**Old Business**

- Oath of Office – Frank Baker- signed and recited

### **New Business**

- Resolution 25-01 Internet Safety Policy- approved unanimously
- Resolution 25-02 Staff development day library closure- approved unanimously
- Resolution 25-03 Fundraising & Community Outreach Committee - approved unanimously
  - Trustee membership- **R. Sullivan** (chair), J. Parker, S. Joslin
  - Retro cookbook fundraiser & Malloy mystery book event
- Volz & Vigliotta memo- Director went over
- Board names on glass door- split decision as to whether should continue to have names on the door. Will see if other options for presenting the names
- Feasibility study wish list for review → discussion at March meeting- agreed to discuss next meeting

### **Period of Public Expression II- none**

**Executive Session** - personnel matter at 8:30 pm. 1<sup>st</sup> motion M. Stutt/ 2<sup>nd</sup> F. Baker. See separate minutes

**Adjournment of Executive Session at 8:42 pm-** 1<sup>st</sup> motion M. Stutt/ 2<sup>nd</sup> S. Joslin

**Resume Regular Meeting at 8:42 pm-** 1<sup>st</sup> motion M. Stutt/ 2<sup>nd</sup> F. Baker

**Adjournment at 8:42pm-** 1<sup>st</sup> motion S. Joslin/ J. Parker

Respectfully Submitted,  
Stefani Joslin

**Next meeting:** March 11, 2025