

HAMPTON BAYS PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES
October 21, 2025 7:00pm

MEETING MINUTES – UNAPPROVED

Present: Michael Stutt, Frank Baker, Barbara Skelly, Stefani Joslin, Jim Parker, Susan Brosnan - Treasurer, Stephanie McEvoy - Director

Absent: Barbara Jay, Rosemary Sullivan

Meeting was called to order by President Michael Stutt at 7:01pm

Pledge of Allegiance was recited by all attendees.

Adoption of the Agenda – 1st motion J.Parker,/2nd F.Baker, passes

Approval of the minutes of the September 9, 2025 Board Meeting – 1st motion B.Skelly,/2nd S.Joslin, passes

Period of Public Expression I- none

Correspondence – Received a nice ‘thank you’ note for a personal gift donated by our Director in the name of the HBPL made to ECI at their annual fund raising event.

Treasurer’s Report

- Warrant ‘Schedule of Claims’ - 1st motion B.Skelly,/2nd M.Stutt, passes
- Prepays - 1st motion S.Joslin,/2nd F.Baker, passes
- Payrolls - 1st motion J.Parker,/2nd B.Skelly, passes
- Financial Reports -1st motion M.Stutt,/2nd B.Skelly, passes. A special Thank You to Treasurer Susan Brosnan, who prepared a newly-designed summary type of financial report for us to use each month to help clarify financial data.

Director’s Report / Personnel Report – Director reported on the following: Door counts; Southampton Community Picnic success; SCLS construction grant committee participation, ; new wi-fi printing service success; recycling efforts stepped up; turning off wi-fi in parking lot after hours; Chamber of Commerce halloween candy drive; Baker & Taylor out of book supply business-other options i.e. Ingram etc.; and ENL class successes along with various monthly meeting attendance.

Committee Reports

- Bylaws & Policy – Report – Committee meeting 10/7 reviewed revised and new policies.
- Building & Grounds – Scheduled meeting for Wednesday 11/5 at 5pm, Director to provide agenda items/quotes in advance.
- Finance & Capital Endowment – no meeting
- Fundraising & Community Outreach – no meeting
- Friends of the Library- Director reported on new Raffle Contest in front area; healthy sales from E-bay \$493 and \$5700 from “Ziffit”. Financials include \$75K in bank account, HBPL still has \$6K to spend out of this account for FY 2025.
- Nominations -no meeting
- Strategic Planning -no meeting

Old Business

- None

New Business

- Resolution 25-11 Change of Bank – Passed Unanimously. Votes: Stutt-Y; Parker-Y; Baker-Y; Skelly-Y; Joslin-Y; Jay-abs; Sullivan-abs therefore 5/0/0 majority ruling allows passing.
- Resolution 25-12 Commitment of Funds – Passed Unanimously. Votes: Stutt-Y; Parker-Y; Baker-Y; Skelly-Y; Joslin-Y; Jay-abs; Sullivan-abs therefore 5/0/0 majority ruling allows passing.
Policies for Review – tonight’s meeting allowed all Board members to review and discuss same, previously reviewed by Committee members. The following policies were adopted unanimously.

NEW POLICIES

- Punctuality
- Cell Phone Use
- Distracted Driving Policy
- Paid Prenatal Leave
- Public Relations Policy

REVISIONS OF EXISTING POLICIES

- Dress Code
 - Conference & Travel
 - Off-site Meeting Mileage Payment
 - Work Schedule
 - Bereavement Leave
 - Sunday Pay
 - Tutoring Policy
 - Designated Spaces/Study Rooms
 - Employee Benefits/Holiday pay
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- SCLS Draft FY 2026 Budget review – Reviewed by Board members, no questions or concerns.
 - Annual trustee training updates – Dec 2025- Board members are encouraged to attend this training session here at HBPL, 12/2 at 6pm, especially those who have not completed their annual requirements.

Period of Public Expression II - none

Executive Session – If needed - none

- **Adjournment at 8:06pm** - 1st motion M.Stutt,/2nd J. Parker, passes

Next meeting: November 12, 2025

Respectfully Submitted,
Barbara Skelly
Secretary