MINUTES OF THE REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD JANUARY 13, 1995, AT 4:00 P.M. IN THE BOARD ROOM.

The president, Eleanor Ratsep, called the meeting to order at 4:00 p.m. Present: Abel, Bensen, Brock, Chapman, Gray, Greene, Halsey, Hunting, Jackson, Maguire, Mercer, Ratsep, Scheerer, and Twomey. Absent: Amaden, Brett and Cannon.

A moment of silence was held in memory of the late Mrs. Frank Dayton and with a motion duly made, seconded and adopted, it was resolved that the Board of Managers of the East Hampton Library records with sorrow and deep respect the death of Jean Edwards Dayton who served with distinction for fourteen years as President of that Board. She is remembered for a tireless commitment to the betterment of the Library, and the gracious manner she displayed personally and by written correspondence as she represented us to the community. We are grateful for the privilege of having had her contagiously happy presence in our midst for thirty-four years, and for a legacy of minutely detailed vignettes of Library history, which she composed. We extend heartfelt sympathy to her family.

A motion was made by the Chairman of the Nominating Committee, Barbara H. Scheerer, to elect Mr. Thomas Twomey as a new member of the Board of Managers to fill the unexpired term of the late Stanley Wagman in the class of 1996. On motion, duly made, seconded and adopted, Mr. Twomey was elected to serve until the next Annual meeting of the Board and until his successor is elected and qualifies.

The minutes of the December meeting will be approved at the February meeting.

The treasurer will give a full report at the next meeting.

A motion was made and duly passed to authorize the Executive Committee to vote on a new plan of service from SCLS if there is not a quorum at the February meeting.

COMMITTEE REPORTS:

Appeal: 21 donors have contributed $1,150.00 since the first of January.

Book Sale: There will not be a half-price book sale in January. Connie Greene has been appointed to the Book Committee.

Expansion Committee: There was another library tour on Sunday, January 15.

A motion was made and duly passed to authorize the expenditure of $2500 for hiring a professional to write up an application for a grant from the Evan Frankel Fund.

The next meeting will be held on Friday, February 17, at 4:00 p.m.

Respectfully submitted,
Barbara H. Scheerer, Secretary
MINUTES OF THE REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD FEBRUARY 17, 1995, AT 4:00 P.M. IN THE BOARD ROOM.

The president, Eleanor Ratsep, called the meeting to order at 4:00 p.m. Present: Abel, Chapman, Gray, Greene, Hunting, Jackson, Maguire, Mercer, Ratsep, Scheerer and Twomey. Absent: Amaden, Bensen, Brett, Brock, Cannon and Halsey.

A motion was made, seconded and duly passed to approve the January minutes as corrected.

A motion was made, seconded and duly passed to approve the December minutes.

The treasurer's report was accepted.

Jane Williams from Schultz and Williams has been contacted to write up an application for a grant from the Evan Frankel Fund, at a cost of $400.00.

A motion was made and duly passed to approve asking for a grant for a New York State Hispanic Moms and Tots Program to be offered by the Children's Room.

Thomas Twomey has been contacting members of the community to serve on a Special Advisory Board of the Library. The next library tour will be held on March 25th.

$150,000 has been pledged by the Board towards the Building Fund.

A motion was made and duly passed to approve the SCLS plan of service and the budget.

The next regular meeting will be held on Friday, March 17th at 4:00 p.m.

The meeting was adjourned at 5:20 p.m.

Respectfully submitted,

Barbara H. Scheerer, Secretary
MINUTES OF THE REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD MARCH 17, 1995 AT 4:00 P.M. IN THE BOARD ROOM.

The president, Eleanor Ratsep, called the meeting to order at 4:00 p.m. Present: Abel, Bensen, Brett, Gray, Hunting, Jackson, Mercer, Ratsep, Scheerer and Twomey. Absent: Amaden, Brock, Cannon, Chapman, Greene, Halsey and Maguire.

The minutes were accepted as corrected.

The treasurer's report was accepted and placed on file.

A motion was made and duly passed to approve the purchase of two people-counters costing $195.50 to be placed near the front door.

A brochure for the appeal is being worked on in-house by the Appeal Committee and Sheila Rogers, a staff member.

The Nominating Committee will meet next week and give their report in April.

The next meeting will be held Friday, April 21st at 4:00 p.m.

The meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Barbara H. Scheerer, Secretary
The president, Eleanor Ratsep, called the meeting to order at 4:00 p.m. Present: Abel, Amaden, Brett, Cannon, Chapman, Greene, Hunting, Jackson, Ratsep, Scheerer and Twomey. Absent: Bensen, Brock, Gray, Halsey, Maguire and Mercer.

The minutes of the last meeting were approved with the addition of an amendment to the January 1994 minutes stating that Mrs. Charles Brock was elected to the Board of Managers, class of 1996.

The treasurer's report was accepted and placed on file.

COMMITTEE REPORTS:

Appeal: The brochure is being written by Sheila Rogers, Jean Voorhees and Beth Gray. It will be a tri-fold and will need folding by board members.

Book Sale: The next book sale will be May 27th, from 9 am to 5 pm.

L.I. Room: Dorothy King, who was present at the meeting, showed the board some of the photographs from the Men's Lives Photograph Collection which was given to the library on April 17th by Adelaide DeMenil. The Collection includes 2,538 photographs in acid free boxes with each photograph in a mylar sleeve. A motion was made and duly passed to purchase a multi-media computer specifically for the Long Island Collection, which will not be connected to the other library computers, and a printer. The cost of the computer will be around $2000 and $500 for the printer.

A policy for allowing for-profit organizations to use photographs from the Long Island Collection will be set up by Eleanor Ratsep, Tom Twomey and Ann Chapman.

Grounds: A huge limb has fallen down and James Dunlop will be asked to remove it.

A motion was made and duly passed to allow the Garden Club of East Hampton to use our grounds May 26th and May 27th for their annual plant sale which helps raise money to maintain our grounds.

Nominating: The Nominating Committee presented the slate for the year 1995-1996 as follows: It will be voted on at the annual meeting on May 19th.
For the Board of Managers:

Mrs. William Abel class of 1999
Mrs. James P. Amaden class of 1997
Mrs. Frederick E. Bensen class of 1997
Mrs. Charles Brock class of 1996
Mrs. William A. Cameron class of 1999
Mrs. Robert J. Chapman class of 1999
Mrs. Richard M. Furlaud class of 1999
Mrs. Philip Greene class of 1998
Mrs. Donald Halsey class of 1996
Mr. Donald L. Hunting class of 1998
Mr. Alexander Jackson class of 1996
Mr. Edward Maguire, Jr. class of 1998
Mrs. Douglas D. Mercer class of 1997
Mr. Henry L. Murray class of 1999
Mrs. Ilmar Ratsep class of 1998
Mrs. Paul R. Scheerer, Jr. class of 1997
Mr. Tom Twomey class of 1996

For Officers:

President Mrs. Ilmar Ratsep
Vice-President Mrs. Frederick Bensen
Treasurer Mr. Donald L. Hunting
Assistant Treasurer Mr. Alexander Jackson
Recording Secretary Mrs. Paul R. Scheerer, Jr.
Corresponding Secretary Mrs. James P. Amaden

Building Committee: Tom Twomey reported that 83 people have agreed to donate either money or time to our expansion project.

Mary Brett and Anne Cannon have been appointed to the Advisory Board.

A motion was made and duly passed to sign the covenant to the Declaration required by the Design Review Board concerning future access over library property by residents of Edwards Lane.

The next meeting will be held on May 19th at 4:00 p.m.

The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Barbara H. Scheerer, Secretary
MINUTES OF THE ANNUAL MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD FRIDAY, MAY 19, 1995 AT 4:00 P.M. IN THE BOARD ROOM.

The president, Eleanor Ratsep, called the meeting to order at 4:00 p.m. Present: Abel, Amaden, Bensen, Brett, Chapman, Gray, Greene, Halsey, Hunting, Jackson, Mercer, Ratsep, and Scheerer. Absent: Brock, Cannon, Maguire and Twomey.

The minutes of the last meeting were approved with corrections and additions.

The treasurer's report was accepted and placed on file.

A motion was made and duly passed that the current officers, Mrs. Ratsep, President, Mrs. Bensen, Vice-President, Mr. Hunting, Treasurer, Mr. Jackson, Assistant Treasurer, Mrs. Scheerer, recording Secretary and the Library's Secretary, Mrs. Sarfati, be appointed as signatories on the Library's financial accounts, including but not limited to the Scudder funds, Paine Webber, Inc. and the Bank of New York, the signature of any two (2) of the above being required for the transaction of business; the presence of any two (2) officers being required for access to the BNY safe deposit box.

A Strategy Committee has been formed consisting of Mrs. Mercer, Mrs. Chapman, Mr. Jackson and Mr. Twomey.

Sheila Rogers, a staff member, has been giving two workshops a week, demonstrating CD ROM techniques.

Appeal: Two more people are needed to help with the appeal.

Building: The Design Review Board passed our proposed building plan.

Mrs. Brett and Mrs. Cannon were thanked for their many years of service to the library.

The next regular meeting will be held on June 23rd, at 4:00 p.m.

A motion was made and duly passed to close the Business Meeting and open the Annual Meeting.

A motion was made and duly passed to approve the slate for the year 1995 to 1996, as presented by the Nominating Committee. The secretary cast one vote for the slate.

The meeting was adjourned at 5:20 p.m.

Respectfully submitted,

Barbara H. Scheerer, Secretary
MINUTES OF THE REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD FRIDAY, JUNE 23, 1995 AT 4:00 P.M. IN THE BOARD ROOM.

The president, Eleanor Ratsep, called the meeting to order at 4:00 p.m. Present: Abel, Amaden, Bensen, Brock, Cameron, Chapman, Furlaud, Gray, Greene, Halsey, Hunting, Jackson, Mercer, Murray, Ratsep, and Scheerer. Absent: Maguire and Twomey.

The minutes were accepted as corrected.

The treasurer's report was approved.

The director, Beth Gray, informed the board that the Internet is now on the library computer.

The committees were reorganized and new lists will be given to the board members.

COMMITTEE REPORTS:

Appeal: The Appeal Committee met to establish procedures for responding to donations to the Appeal and the Building Fund. Board members were given lists of donors to check over for mistakes and add new names. The summer appeal will be sent out by July 10th.

Book Sale: The book sale on Memorial Day weekend netted $2589.35. The next sale will be held on Saturday, August 5th from 9:00 a.m. to 5:00 p.m.

Long Island Room: The humidifier is broken and a motion was made and duly passed to buy a new one for $300.

   A motion was also made and duly passed to replace the ailing air-conditioner above Dorothy King's desk if the necessary parts can't be found to repair it.

Dorothy Quick Room: The library has received a New York State Grant for $1009 for materials and a translator for non-English speaking mothers and children who will be brought to the library for a period of eight weeks to learn English. We are the only library in Suffolk County to receive this grant.

   The Summer Reading Program is well on the way and a party with an entertainer is being planned for the children on August 24th where they will receive their certificates of completion of the program.

Events: Susan Furlaud and her Junior Committee are making plans for a large fund-raising party for the Building Fund which will be for children and will be held outside on the library grounds. A motion was made and duly passed to allow $2500 from the Building Fund for expenses.
Henry Murray announced that there will be another reception at the library for potential large donors on Saturday, July 22nd at 5:30 p.m.

Building: Isabel Furlaud presented the idea of having donors buy bricks which will have the donor's name on them for the paving of the new terrace. A motion was made and duly passed to have Mrs. Furlaud consult with Robert Stern and Dennis Pierpont about this idea.

A motion was made and duly passed to approve both SCLS revisions. The next meeting will be held on Friday, July 21st at 4:00 p.m.

Respectfully submitted,

Barbara H. Scheerer, Secretary
MINUTES OF THE REGULAR MEETING OF THE BOARD OF MANAGERS OF THE
EAST HAMPTON LIBRARY HELD JULY 21, 1995 AT 4:00 P.M. IN THE
BOARD ROOM.

The president, Eleanor Ratsep, called the meeting to order at
4:00 p.m. Present: Abel, Amaden, Brock, Cameron, Chapman, Fur-
laud, Gray, Greene, Halsey, Hunting, Mercer, Murray, Ratsep and
Scheerer. Absent: Jackson, Maguire and Twomey.

The minutes of the last meeting were accepted with a correction to
the report from the Dorothy Quick Room made by Jeanne Voorhees,
Jane Reutershan's assistant in the Children's Room, who was present
at the meeting. The correction is as follows: The East Hampton
Library is one of two Suffolk libraries to receive family literacy
grants from New York State. Mrs. Voorhees will conduct an eight
week reading readiness program for Hispanic four year olds who
speak no English and do not attend pre-school. Mothers will par-
ticipate fully in this "Building Blocks for English".

The treasurer's report was accepted and placed on file.

A multi-media computer and a color printer has been ordered for the
Children's Room.

New committee lists and a list of staff members were distributed
to the board.

A letter from the Frankel Foundation has been received asking for
a more detailed cost estimate of the proposed new addition. A
motion was made and duly passed to authorize the hiring of Hans-
comb and Associates to update the cost estimate of the new construc-
tion. The update will cost $3100.00.

A motion was made and duly passed to hire Mullen and McCaffrey,
at a cost of $1500, to write a brochure for the Building Fund.

Grounds: The weeping hemlock on the corner of the grounds on Main
Street is diseased and needs spraying. We will get an estimate.

Appeal: 645 letters were sent out on July 12th at a cost of
$69.38. $6075 has been received as of this date.

The next library reception for members of the community will be
on August 26th.

The next meeting will be held on Friday, August 18th at 4:00 p.m.
The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Barbara H. Scheerer, Secretary
MINUTES OF THE REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD ON FRIDAY, AUGUST 18, 1995 AT 4:00 P.M. IN THE BOARD ROOM.

The president, Eleanor Ratsep, called the meeting to order at 4:00 p.m. Present: Abel, Amaden, Chapman, Gray, Halsey, Hunting, Jackson, Mercer, Ratsep and Scheerer. Absent: Bensen, Greene, Maguire and Twomey.

The minutes of the July meeting were approved as corrected.

Two members of the Junior Committee in charge of the fund-raising Children's Party, Eleanor Adam and Susan Furlaud, were present and reported that $10,000 had been received so far from patron tickets and family tickets. Ellen Philips Schwarzman has offered to underwrite the expenses for the party.

Sheila Dunlop, a staff member, was also present and volunteered to stay late to help out at the party.

The treasurer's report was accepted and placed on file.

Beth Gray, the director, will be attending a New York Library Association meeting in late October and the board approved the allotting of $1000 for her expenses.

SCLS will give board members a number for the Internet, we only pay for the call to Bellport. This is only for residents of the School District.

A motion was made and duly passed not to authorize a Hanscomb and Associated updated estimate of the cost of the new library addition until further information on the proposal is obtained.

COMMITTEE REPORTS:

Appeal: $16,795 has been received from 218 donors. 200 more letters will be sent soon. New names are needed.

Book Sale: The book sale netted $2,647.15. The next sale will be on Thanksgiving Weekend.

Long Island Room: A book about East Hampton called East Hampton, a Town and It's People has been written by Nancy Woodward and will be on sale in the Long Island Room.

We have received written approval of our parking lot plans from the Design Review board but still have not heard from the Department of Transportation.

The next meeting will be held on Friday, September 15th, at 4:00 p.m. The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Barbara H. Scheerer, Secretary
The president, Eleanor Ratsep, called the meeting to order at 4:00 p.m. Present: Abel, Amaden, Bensen, Brock, Cameron, Chapman, Gray, Greene, Hunting, Jackson, Mercer, Ratsep and Scheerer. Absent: Furlaud, Halsey, Maguire, Murray and Twomey.

The minutes of the August meeting were accepted as corrected.

The treasurer's report was accepted and placed on file.

The status of the Building Fund as of August 18th is as follows: Board donations amount to 22,725, with 104,650 in pledges which makes a total of $127,375. Patrons and friends, including library staff members, brought in $11,550 in cash and $2,400 in pledges, totaling $13,950. $8,100 in cash has been received from foundations with expected pledges of $115,000, totaling $123,000. The total cash and pledges amount to $264,425.

A motion was made and duly passed to give the Junior Committee a special commendation for their very successful Children's Party.

Appeal: $7,680 has been received from 78 donors in August which makes a total of $19,695 from 240 donors this year.

A motion was made and duly passed to applaud Sheila Rogers, our staff expert on the computer for all her work on the brochure and compiling lists of names of members of the community who might contribute toward the building expansion.

New Business: A motion was made and duly passed to form a construction committee, with Eleanor Ratsep, the president, as chairman and other appointees.

The next meeting will be held on Friday, October 20th at 4:00 p.m.

The meeting was adjourned at 5:25 p.m.

Respectfully submitted,

Barbara H. Scheerer, Secretary
MINUTES OF THE REGULAR MEETING OF THE BOARD OF MANAGERS OF THE
EAST HAMPTON LIBRARY HELD FRIDAY, OCTOBER 20, 1995, AT 4:00 P.M.
IN THE BOARD ROOM.

The president, Eleanor Ratsep, called the meeting to order at
4:00 p.m. Present: Abel, Bensen, Cameron, Furlaud, Halsey,
Hunting, Jackson, Murray, Ratsep, Scheerer, and Twomey. Absent:
Amaden, Brock, Chapman, Gray, Greene and Mercer.

The minutes were approved as read.

The treasurer's report was accepted and placed on file.

A motion was made and duly passed to accept the rules for bor­
rowing CDs.

A motion was made and duly passed to permit the library staff
to have an open house for our library patrons on Halloween,
October 31st. Board members have been asked to contribute
cookies or candy.

Appeal: 257 donors have contributed $23,983.55 to date. 514
letters will be sent out in the next week or two.

We have finally received written permission from the Department
of Transportation for our curb cut onto Main Street.

The Construction Committee met on October 6th. The board was
polled for a vote to allow Hanscomb and Associates to proceed
with a new estimate for the proposed addition. The majority
were in favor.

The Garden Club of East Hampton has offered to plant the new
courtyard terrace and Randy Correll has drawn up a landscaping
plan.

The Expansion Committee is working to complete the fund-raising
brochure which will go to the printer this month and lists of
prospective donors have been separated into different catagories.
Claus Hoie has donated a special poster commemorating the Long
Island Room from 1897 to 1997 and a motion was made and duly
passed to print copies of these posters, keeping the cost under
$5000.

The next meeting will be held Friday, November 15, at 4:00 p.m.

The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Barbara H. Scheerer, Secretary
MINTUES OF THE REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD FRIDAY, NOVEMBER 17, 1995, AT 4:00 P.M. IN THE BOARD ROOM.

The president, Eleanor Ratsep, called the meeting to order at 4:00 p.m. Present: Abel, Bensen, Cameron, Chapman, Gray, Greene, Halsey, Hunting, Jackson, Mercer, Ratsep and Scheerer. Absent: Amaden, Brock, Murray and Twomey.

A motion was made and duly passed to accept the following Resolution of Respect, and to have its contents spread on the minutes of this meeting, and a copy sent to Mrs. Edward Maguire:

"Resolved, that the Board of Managers of the East Hampton Library records with profound sadness the untimely death of Edward (Ted) Maguire, Jr., a 25 year member of the Library's Managerial and Advisory Boards and its pro-bono Attorney during those years.

His interest in charitable entities and willingness to share his intellect and advice greatly benefitted the work of the Board.

We shall remember him for his gentlemanly ways and his humor; we will miss his presence and counsel at our meetings, and extend sincere sympathy to his mother."

The minutes were approved as read.

The treasurer's report was approved and placed on file.

The director, Beth Gray, gave out the new Handbook for Library Trustees of New York State to the members of the board and also demonstrated the CD packages with their instructions which patrons will be able to borrow after this Thursday. We will vote on the new Bulletin Board Policy at the next meeting.

A motion was made and duly passed to approve the Suffolk County Library Services budget.

Appeal: $975 was received in November. 605 letters were sent on November 10th with 94 new addresses. 300 letters were sent out today as a follow up on the July mailing.

Book Sale: The next book sale will be on Saturday, November 25th, from 9:00 a.m. to 5:00 p.m.

Grounds: The two Bradford pear trees outside the staff room are in poor shape and should be removed. Mrs. Chapman will get an estimate for the work.

House: The electrical panel in the Children's Room has been replaced for $450.

Nominating: The Nominating Committee needs two new members to replace Mary Brett and Edward Maguire, Jr.
November 17, 1995 (cont.)

Personnel: Pat Mercer and Donald Hunting have agreed to serve on the Personnel Committee. Doris Bensen is the Chairman.

Long Range Planning: The new brochure has been completed after much hard work. It has been underwritten by one of our board members.

Kate Cameron is planning a fund-raising event for the library together with Guild Hall for the fall of 1997. It will be an exhibition of Thomas Moran paintings at Guild Hall and an over-night trip to Washington to the National Gallery to see the Moran paintings there. A motion was made and duly passed to authorize the spending of $3000 for framing the paintings in the Long Island Collection and printing a brochure.

The next meeting will be held on Friday, December 15th, at 4:00 p.m.

The meeting was adjourned at 5:25 p.m.

Respectfully submitted,

Barbara H. Scheerer, Secretary

Remember the Ratsep's party on December 30th at 6:30 p.m.
MINUTES OF THE REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD FRIDAY, DECEMBER 15, 1995 AT 4:00 P.M. IN THE BOARD ROOM.

The president, Eleanor Ratsep, called the meeting to order at 4:00 p.m. Present: Abel, Cameron, Chapman, Gray, Hunting, Jackson, Mercer, Ratsep, Scheerer and Twomey. Absent: Brock, Greene, Halsey, Furlaud and Murray.

A motion was made and duly passed to accept the following Resolution of Respect, and to have its contents spread on the minutes of this meeting, and a copy sent to Mr. James P. Amaden.

"Resolved, that the Board of Managers of the East Hampton Library records with profound regret the death of Margaret (Madge) S. Amaden, a fifteen year member of the Board, and its Corresponding Secretary during that time. Madge's love for East Hampton and its Library, coupled with her educational background, organizational skill and tireless devotion to a cause made her a valued asset to the Board. We are grateful for her contribution to the work of the Board, and will miss her presence in our midst. We extend sincere sympathy to her family."

The minutes were approved as read.

The treasurer's report was accepted and placed on file.

A motion was made and duly passed to approve the budget for 1996.

A motion was made and duly passed to allow Sheila Rogers to have her own telephone upstairs at a cost not to exceed $500.

A motion was made and duly passed to pay Dorothy King's Medigap Insurance as a library retiree.

A motion was made and duly passed that all staff members over sixty five eligible for Medicare have to make that their primary coverage.

A motion was made and duly passed to cover Sheila Rogers' insurance as a part time employee. She will pay for her husband's insurance.

A motion was made and duly passed to authorize the treasurer to open a separate bank account and a separate brokerage account for the Building Fund.

Appeal: There were 462 donors with a total of $4,355 for the month of November.

Book Sale: The book sale on Thanksgiving weekend brought in $1,932. The next sale will be a half-price sale to be held on Saturday, January 6th from 10 a.m. to 2 p.m.

Grounds: The decision has been made to cut the pear trees down.
A motion was made and duly passed to approve the contract of service with SCLS.

A motion was made and duly passed to have the Building Committee draft a press release when we are ready to send out letters for bids to contractors on the new addition.

Expansion: Tom Twomey reported that we have exceeded 1,000,000 in donations and pledges towards the Building Fund.

The next meeting will be held on January 19th at 4 p.m.

The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Barbara H. Scheerer, Secretary