

2006, JANUARY 20, MINUTES OF THE REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD AT 4:00 P.M. AT THE LIBRARY

The president, Tom Twomey, called the meeting to order at 4:00 p.m. Present: Chapman, Collins, Cromack, D'Amato, Davison, Epstein, Ferrin, Hunting, Kennedy, Lebwith, Livera, McGuirk, Mercér, Niggles, Scheerer and Twomey. Sheila Rogers, Randy Correll, Edward Reale, Robert Hefner and Kevin Seaman were also present and a small group from the community.

Tom Twomey called for a moment of silence in honor of Kate Cameron and afterwards spoke about her great devotion to the library. Stuart Epstein suggested that a small committee be formed to decide how to honor her memory. Ann Chapman, Ellen Cromack, Isobel Furlaud, Christine Kennedy and Doreen Niggles will assist Stuart.

A motion was passed to approve the minutes with two spelling corrections.

A motion was passed to accept the treasurer's report for the year ending December 31, 2005.

Director's report: Arlene West has begun training workshops for the staff in changes in e-mail procedures, and searches for CDs, videos and DVDs. Tara will be meeting with the director of LTV to find ways of showing the public the many assets of the library. Alexandria Giambruno has ordered young adult materials. A motion was passed to accept a Standard Library Behavior Policy as some patrons are sometimes disruptive. The final items from the Gardiner Estate have arrived in a trunk and boxes, including a daybook of daily activities on the island. People who were familiar with the family will be contacted for more information. Debra Donahue, a staff member, has been diagnosed with cancer and the board members expressed deep sympathy for her.

Building Committee: Bruce Collins explained to the board that Larry Cantwell, on behalf of the Mayor, had met with him, Doreen Niggles, and Tom Twomey to discuss the possibility of the library taking back onto its property the Purple House, if it were offered to the Village by Adelaide deMenil, the present owner. Bruce explained that the offer was made with the approval of the Mayor after informal consultation with members of the Village Board. Bruce stressed that it is uncertain whether Ms. deMenil would offer the Purple House and other buildings to the village and town.

Bruce then introduced the Village Preservation consultant, Robert Hefner, who stated that he was attending the Board meeting in an official capacity representing the Village to discuss the concept behind the return of the Purple House to the library property. Mr. Hefner explained that the house originally stood where the Rattray Wing is currently situated and was moved in 1973 to Ms. deMenil's property on Further Lane. The Hedges House, popularly known as the Purple House (because its trim and shingles are lavender) was built just before the Revolutionary War and was the home of the famous Hedges silversmith. Mr. Hefner explained that he met with the architect of the library to tour the house shortly after the possible offer by Ms. deMenil was made known to the Village officials to determine if the library could use the building in conjunction

with its proposed addition. Mr. Hefner indicated that the logical location would be behind the library facing Buell Lane.

Bruce then introduced Randy Correll of Robert A.M. Stern Architects who showed some drawings as to how the property could be utilized for housing some collections of local history, local artists, and local writers, connected underground to the proposed addition which could, as a result, be reduced by approximately half from its original size.

Bruce explained that the Draft Environmental Impact Statement being completed in the near future should consider all alternatives in order for it to be deemed complete. Bruce recommended that the following resolution be adopted:

BE IT RESOLVED that the library accepts the Village's offer to analyze the return of the Hedges House to the library property to be used for library purposes if it were offered to the Village by the current owner, and be it further

RESOLVED, that Greenman-Pedersen, Engineers, and Robert A.M. Stern Architects are hereby authorized to include and analyze in the Draft Environmental Impact Statement as our first alternative the use of the original Hedges House, also known as "the Purple House," for use in conjunction with the new library wing, as set forth on the conceptual schematic drawings submitted this day by the architects, and be it further

RESOLVED, the firm of Esseks, Hefter & Angel is hereby retained by the library to assist our *pro bono* attorney, P. Edward Reale, Esq., in the completion of the Draft Environmental Statement and submission of the same to the Village, including attendance at meetings and hearings before the Zoning Board of Appeals, and other applications before the Village Boards, for a fee not to exceed \$20, 000, without prior authorization by the Board.

The resolution was passed with one abstention.

Library Society: Sheila Rogers reported that we received \$217,500 from 568 donors in 2004 and have received \$273,900 in 2005 from 610 donors, which is a 28% increase in donations and a 7% increase in donors. The library is planning another Novel Night this summer as the one last summer was such a great success.

A motion was passed to go into Executive Session and those not on the library board left the room. Kevin Seaman began to discuss the Ethics and Conflict-of-Interest Policy as it affects two members of our board, Don Hunting and John McGuirk. John McGuirk left the room. It was determined that John did have a conflict of interest by way of his partnership with our insurance firm, and a motion was passed by all present to send him a letter advising him that the board felt it was in the best interest of the library to remain as a client of his insurance firm and to ask him to consider resigning from the board, but giving him a choice of volunteering his services in an advisory capacity and attending all our meetings. Donald Hunting stepped down as Chairman of Investments because of his association with Baxter Investments, our investment adviser. There is no violation of the Ethics and Conflict Policy so long as he recuses himself from decisions involving that firm.

**REVISED**

The Board reviewed a letter to John McGuirk, and after it was improved by Kevin Seaman, the Board unanimously authorized the President to send the letter as modified.

A motion was passed to return to the regular meeting.

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

The meeting was adjourned at 6:30 p.m.

Barbara H. Scheerer, Secretary

## TREASURER'S REPORT

December, 2005

Total Revenues	\$1,330,155
Operating Expenses	\$1,353,771
Operating Surplus	\$ (23,616)
Surplus (deficit) after Capital Items	\$(105,547)

2006, MARCH 17, MINUTES OF THE REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD AT 4:00 P.M. AT THE LIBRARY

The President, Tom Twomey, called the meeting to order at 4:00 p.m. Present: Collins, D'Amato, Davison, Epstein, Hunting, Lebwith, Livera, Mercer, Niggles, Scheerer and Twomey. Sheila Rogers was also present and a group calling themselves Tax Payer Advocates, Inc. with their President, Henrika Conner, a former board member.

Doreen Niggles announced that there would be a Memorial Service for Kate Cameron in New York City on Friday, March 31<sup>st</sup> at 11:00 a.m. at St. James Episcopal Church, 71<sup>st</sup> St. and Madison Ave.

The revised minutes were approved.

The treasurer's report was accepted and a resolution was made by Stuart as follows:

Be It Resolved that the Treasurer is hereby authorized to secure Requests for Proposals from qualified insurance brokers to provide the library with comprehensive casualty and liability insurance and to report back to this board with his recommendation thereon.

The resolution was passed unanimously by the board.

Director's Report: Tara read some of the highlights from her very detailed report showing all the progress and new activities that have been going on in the last month and her report was accepted with great enthusiasm. She also mentioned that our comptroller, Alan Livera, has completed a review of full time and eligible employee's pension and life insurance options, employees were advised of their right to allocate contributions.

Sheila Dunlop, a senior staff member and Head of Circulation, showed the board the intricacies of applying for a library card and the many questions that have to be asked by the staff at the desk concerning proper addresses and gave examples of the necessary documents needed to prove residency. She also explained the necessary qualifications for being a staff person.

Building and Grounds: Bruce Collins stated that he has not yet received an estimate for mold removal, they are coming on Monday. The panes in the front door have been repaired and handicap access to the rear door is being worked on. An international new cleaning outfit has been hired to clean three times a week. Alan Livera is doing an insurance property inventory and Tara added that a building manual will be finished soon. We still have a low voltage problem which will have to be fixed.

Library Society: Sheila Rogers reported that we have received \$469,115 so far this year compared to \$33,089 from last year at this time which is a 28% monetary increase.

Janet Ross has contributed \$50,000 to the library which will be restricted to the cost of repairs to the Childrens' Room front stoop and clean up of the mold.

Henrika Conner, President of Library Tax Payer Advocates, Inc. presented the primary mission of the group which is to help bring about a publicly elected board to the East Hampton Library. A patron, Joe Diganimo, who had seen that there was a meeting going on and came in, stated that he loved the library but had a complaint about noise in the area near the new reading room from people being tutored.

The next meeting will be held on April 21<sup>st</sup> at 4:00 p.m.

The meeting was adjourned at 6:00 p.m.

Barbara H. Scheerer, Secretary

2006 March 17 Board Minutes p. 282

## TREASURER'S REPORT

January, 2006

Total Revenues	\$661,984
Operating Expenses	\$86,024
Operating Surplus	\$575,960
Surplus (deficit) after Capital Items	\$569,268

## TREASURER'S REPORT

February, 2006

Total Revenues	\$734,776
Operating Expenses	\$208,010
Operating Surplus	\$526,766
Surplus (deficit) after Capital Items	\$510,417

REVISED.....2006, APRIL 21, MIUTES OF THE REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD AT 4:00 P.M. AT THE LIBRARY

The president, Tom Twomey, called the meeting to order at 4:00 p.m. Present: Collins, Cromack, D'Amato, Davison, Epstein, Hunting, Kennedy, Lebwith, Livera, Mercer, Niggles, Scheerer and Twomey. Sheila Rogers was present and two members of Tax Payer Advocates Inc. , Joan Osborne and Eleanor Ratsep. Absent: Chapman, Ferrin, Furlaud, McGuirk and Ross.

The minutes were accepted with the following corrections: Mold Busters are not installing an alarm and John McGuirk was absent.

The treasurer's report was approved.

Director's report: Tara presented the projected budget for 2007 which will be voted upon at the next meeting. It is only 2% higher than last year and the money from the Library School District will remain the same.

Nominating Committee report: Don Hunting proposed two changes to the Bylaws which will be voted upon next month.

1. RESOLVED that the following underlined language is hereby added to the Article 111 of the bylaws:

**ARTICLE 111**

Except as otherwise provided herein, Managers in the number required to be elected for an ensuing year shall be elected by the Managers at the Annual Meeting for terms of office up to four years and until their respective successors are duly elected and qualify. In addition , the Town Supervisor of the Town of East Hampton and the Mayor of the Village of East Hampton or their representatives, shall be ex officio non-voting members of the Board of Managers.

2. Amend Article 1V of our Bylaws to establish the position of Chair of the Board.

Nominating Committee Recommendations for the Slate of Officers for 2006-2007:

Chair: Tom Twomey  
President: Doreen Niggles  
First Vice-President: Bruce Collins  
Second Vice-President: Donald Hunting  
Treasurer: Stuart Epstein  
Assistant Treasurer: Sara Davison  
Recording Secretary: Barbara Scheerer  
Corresponding Secretary: Ellen Cromack

Proposed Board of Managers class of 2010:

- a. Re-Elect Donald Hunting
- b. Add four New Members of the Board of Managers to bring total to 21 plus ex-officio members:

Gail Parker  
Liz Carey  
Jack Kelleher  
Chuck Hitchcock

Carolyn Snyder does not wish to be re-elected.

These recommendations will be voted upon at the Annual Meeting next month.

Tara D'Amato, our Director, announced that she is leaving on July 1st as her husband has a new job on Wall Street and the commute will be too difficult.

Special Events: Howard Lebwith announced that there will be a Poetry Contest at the library on April 28<sup>th</sup> which will be judged by Dan Moran, a Suffolk Poet Laureate who has written an anthology of Suffolk poets.

Building: Bruce Collins reported that he has been consulting with a company called "Mold Busters" about our mold problem and a motion was passed to retain them to remove the dry wall and paint the area with a special paint. We have a restricted donation from Janet Ross to pay for this and the replacement of the wall.

Capital Campaign: The Environmental Impact Statement is done and our lawyers will go over it and then it will be presented to the Zoning Board. A motion was passed to pay Nancy Kranich, who was a past president of ALA, \$2,0025 for her great assistance in preparing this document.

Library Society: Sheila Rogers reported that we have received \$76,814 this year so far compared to \$36,348 last year at this time.

Novel Night: There will be a Novel Night Committee meeting tomorrow at 11 a.m. The dinners will be held on a Saturday this summer and there won't be a cocktail party before.

The next meeting will be the Annual Meeting on May 19<sup>th</sup> at 4:00 p.m.

The meeting was adjourned at 5 p.m.

Barbara H. Scheerer, Secretary

## TREASURER'S REPORT

March, 2006

Total Revenues	\$752,137
Operating Expenses	\$308,749
Operating Surplus	\$443,388
Surplus (deficit) after Capital Items	\$413,491

REVISED.....2006, MAY 19, MINUTES OF THE ANNUAL MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD AT 4:00 P.M. AT THE LIBRARY

The president, Tom Twomey, called the meeting to order at 4:00 p.m. Present: Chapman, Collins, Cromack, D,Amato, Davison, Epstein, Ferrin, Hunting, Kennedy, Lebwith, Livera, McGuirk, Mercer, Niggles, Ross, Scheerer and Twomey. Joan Osborne and Eleanor Ratsep were also present. Absent: Furlaud and Snyder.

The April minutes were accepted with the following corrections: Mold Busters are not installing an alarm and John McGuirk was not marked as absent.

Doreen Niggles made a motion, which was passed, to close the Business meeting and open the Annual meeting. Don Hunting made a motion to amend Article 1V to establish the position of Chairman of the Board. This was passed and he made a second motion to amend Article 111 to include the Mayor of the Village of East Hampton and the Town Supervisor of the Town of East Hampton or their representatives as exofficio non-voting members of the Board of Managers. The motion passed with one abstention.

Doreen made a motion to elect Don Hunting and the four new board members recommended by the nominating committee, Liz Carey, Charles Hitchcock, John Kelleher and Gail Parker, to the class of 2010. The motion was passed unanimously.

Don Hunting made a motion to accept the slate of officers for 2006-2007 as recommended by the nominating committee. It was passed unanimously.

Tom praised Doreen for her great help in raising money and being willing to move up as president of the board. Tom received many thanks for his hard work and guidance in the past years.

A motion was made by Doreen and passed to close the Annual meeting and re-open the Business meeting.

Search Committee: Doreen reported that three resumes have been received and two applicants have been interviewed.

Treasurer's report : A motion was passed to accept the treasurer's report and a motion was also passed to accept the 2007 draft budget. A motion was passed to modify the allocation of funds to 50% in equity, 50% in the donor fixed fund.

Director's report: Tara thanked everybody for their help with the mold problem. She is very satisfied with the work and plans to keep up with the maintenance of the building. She read a draft tutoring policy to the board which she would like adopted at the next meeting to deal with complaints from patrons about the noise level of private tutors using the quiet reading tables in the library to tutor children. Tara's written report covers the rest of the April activities at the library.

Special Events: Howard Lebwith reported that the Poetry Contest had many submissions although only a few from the high school and was very successful even though it had to be postponed because of the mold problem. He has been organizing this event for six years and is planning some poetry evenings in the future.

Donations: Doreen reported that \$6,910 has been received in memory of Kate Cameron and stated that Kate's family would like to establish the Kate T.Cameron Horticultural Book Fund, a donor restricted fund, at the library.

Building: Bruce Collins reported that the mold clean-up has been completed, the walls have been bio-washed, the sheet rock all removed and painted with special paint and then wrapped with two layers of special material so as to prevent intrusion of moisture. Benny Krupinski will oversee the work of replacing the sheetrock and might also oversee our maintenance work. Bruce met with three electrical contractors about the cost of tapping into the line from route 114 and will have the numbers next month. Bruce was applauded for his great efforts in solving the library building problems.

Library Society: Doreen reported that The Novel Night festivities will be held on Saturday, August 12<sup>th</sup> when there is minimum conflict with other happenings. There are 18 dinner hosts so far. The Society has received \$78,659 so far which is ahead of last year.

Committees: The list of committees will be announced at the June meeting.

The next meeting will be held on Friday, June 16<sup>th</sup>, at 4:00 p.m.

A motion was made to adjourn was made and the meeting was adjourned at 5:20 p.m.

Joan Osborne informed the board that she had asked for a copy of the financial report from April and had not received it. Tara replied that she would look into it.

Barbara H. Scheerer, Secretary

## TREASURER'S REPORT

April, 2006

Total Revenues	\$772,667
Operating Expenses	\$412,004
Operating Surplus	\$360,663
Surplus (deficit) after Capital Items	\$315,213

2006, JUNE 16, MINUTES OF THE REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD AT 4:00 AT THE LIBRARY

The chairman of the board, Tom Twomey, called the meeting to order at 4:00 p.m. Present: Chapman, Carey, Collins, Davison, Epstein, Ferrin, Hunting, Kelleher, Kennedy, Lebwith, Mercer, Niggles, Ross, Scheerer and Twomey. Sheila Rogers was present and a small group from the community. Absent: Cromack, D'Amato, Furlaud, Hitchcock, McGuirk and Parker. The new members were welcomed to the board as were members from the community.

Announcements: The board minutes and financial statements from the May, 2006, Annual Meeting are now on our new website along with profiles of the board members.

The minutes were accepted with two corrections: In the third paragraph on the first page absentionation should read abstention and in the second line of the treasurer's report it should read 50% equity, 50% in the Donor Fixed Fund.

The treasurer's report was accepted: Stuart Epstein reported for the period ended May 31, 2006:

Total actual Revenues: \$780,576

Total actual Expenses: \$550,980

Operating Surplus: \$229,596

Less Capital Items: \$53,892

Surplus after Capital Items: \$175,704

President's report: Doreen Niggles, our new President, reported that the Search Committee has interviewed two applicants for the job of director and one is returning for a second interview. Diana Dayton will be hired for the summer in the interim. Tara D'Amato could not be at the meeting today as she is closing on a house. A motion was passed to accept the President's recommendations for committee assignments. A brochure with a picture of Kate Cameron and a short history of her life was passed around to board members. A motion was passed to establish a donor restricted fund, as suggested by Kate's family, called "the Katharine Torrey Cameron Horticulture Fund." A form was included in the brochure for donors to fill out. Ann Chapman suggested that some people might like to donate books instead of sending a check to the fund.

Grounds: Ann Chapman reported that the committee met with Helen Rattray about an area on Edwards Lane which needed cleaning up and also about a specimen mulberry tree which is worth trying to save.

Building: Bruce reported that his committee is looking into upgrading our facilities and has had one bid with maybe one more to come in to move our transformer from its

present position to the northeast corner of our property. The Buell Lane power supply is much larger than the supply on Church St. and the Star office might tap into this supply. We could save 20,000 by using aluminum wiring instead of copper for part of the line.

Novel Night: Sheila Rogers reported that we have 22 dinner parties listed so far and an anonymous person has volunteered to pay for a cocktail party at the library before the dinners which would cost \$75 per person. Authors will bring their books to the party to sign which would give those who aren't attending a dinner a chance to meet them. We are hoping to make \$35,000 net.

Poetry Contest report: Howard Lebwith reported that the Poetry Contest was a great success and that Daniel T. Maron, who judged the contest, and has compiled a book of Suffolk County poets, will bring the poets to an evening party at the library on August 19<sup>th</sup> at 5:30 p.m. On August 5<sup>th</sup>, Frederick Carl, who has written a biography, will speak at the library at 5:30 p.m.

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

A motion was passed to adjourn the meeting at 5:00 p.m.

Barbara H. Scheerer, Secretary

2006, JULY 21, MINUTES OF THE REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD AT 4:00 P.M. AT THE LIBRARY

The chairman of the board, Tom Twomey, called the meeting to order at 4:00 p.m. Present: Chapman, Carey, Collins, Cromack, Davison, Dayton, Epstein, Ferrin, Furlaud, Hitchcock, Hunting, Kelleher, Kennedy, Lebwith, Livera, McGuirk, Mercer, Scheerer and Twomey. Sheila Rogers and Town Supervisor William McGintee were also present. Absent: Niggles, Parker, Ross and Snyder.

Treasurer's report: through June of 2006 which is the midpoint of the year:

Revenues of :                 \$1,246,687

Operating Expenses of :   \$692,639

Operating Surplus of:     \$554,048 (vs. budget of \$559,014)

Surplus after Capital Items: \$494,040

Insurance: The library needs to work through a different insurance agent due to a conflict of interest situation. The Business Operations Committee made the following recommendation: Resolved that the East Hampton Library engages the services of Amaden Gay Insurance Brokerage to provide the proper insurance coverage for the East Hampton Library, its contents, and its managers and staff via Peerless Insurance Company, a division of Liberty Mutual. This new coverage begins no later than 9/1/06. The resolution was passed unanimously.

Director's report: Diana Dayton read the highlights from her written report and asked that the Long Island Room be open more hours and also asked the board to pass a motion to accept the tutoring policy. This was passed unanimously.

Horticulture Room: Isabel Furlaud reported that some valuable garden books and seed catalogues have been thrown out and asks that nothing be discarded without permission of the Horticulture Committee.

Special events: Howard Lebwith reminded the board of a talk and slide show will be presented on July 27<sup>th</sup>, at 5:30 p.m. by court room artist Marilyn Church and CBS reporter Lou Young about their new book "The Art of Justice, an eyewitness view of 30 infamous trials"

Building and Grounds: the clean up of the mold has been completed, the front door needs to be replaced, keeping the original glass, and a chimney guard will be installed to prevent more squirrel invasions. Bruce asked for a motion to accept the bid of \$61,040

from Ram Electric to upgrade our electrical system by installing a new transformer on Buell Lane with all underground lines to the library. The motion was passed.

Novel Night: Sheila Rogers announced that 288 seats had been filled with 45 to fill.

The next meeting will be held on August 18<sup>th</sup> at 4:00 p.m.

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

Barbara H. Scheerer, Secretary

2006, AUGUST 18, MINUTES OF THE REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON HELD AT 4:00 P.M. AT THE LIBRARY

The chairman of the board, Tom Twomey, called the meeting to order at 4:00 p.m. Present: Cary, Chapman, Cromack, Dayton, Epstein, Furlaud, Hunting, Kelleher, Kennedy, Lebwith, Livera, Mercer, Parker, Ross, Scheerer and Twomey. Sheila Rogers was present, Steve Boerner who is working in the Long Island Room, and also Joan Osborne and Eleanor Ratsep. Absent: Collins, Davison, Ferrin, Hitchcock, and Niggles.

The July minutes were accepted with one correction; Isabel Furlaud was present.

Treasurer's Report: Through July of 2006:

Total Revenues of:	\$1,326,722
Operating Expenses of:	\$ 788,644
Operating Surplus of:	\$ 538,078 (vs. budget of \$500,600)
Surplus after Capital Items:	\$ 477,730

Stuart Epstein also added that we are in great shape for this year and we will be receiving the auditor's report for 2005 soon.

A motion was passed to accept the treasurer's report.

Director's Report: Diana Dayton introduced Steve Boerner who has been going through the Gardiner collection and has given Diana a 17 page record of the books which were requisitioned from Rose Hill with the bill being paid by the Robert Goelets. He reported that some of the books had mold. He suggested that we should get a rare book specialist to appraise the books that were in good condition and have professionals conserve them. 10 trunks were gone through and now we have all the daybooks. We should also find some local historians who can add to our knowledge about the Gardiner family. Mr.Boerner said that he will give us disaster guidelines for the Long Island Collection which include getting a generator and vacuuming the gutters.

One of our staff members, Alistaire Baker, is leaving to further his education and Kate Galecka, a computer technician, is returning, for a while, to help out. A cleaning service has been hired for three days a week and will clean out the gutters in the fall. Sheila Dunlop has been ill with pneumonia and had to stay home for a while. Diana informed the board about a library service called Tutor .Com and Live Homework Help offered by SCLS for grades 4 through 12 and available in Spanish. It would be available to students from 3 p.m. to 11 p.m. and would cost \$4500 a year.It could hook up with the schools and raise the library profile. A motion was passed to pilot the program and evaluate it after one year.

Special Events: Howard Lebwith reported that 50 people attended the “Art of Justice” evening and 80 people attended the Frederick Karl biography night.

Building and Grounds: LIPA and Ram Electric will be starting this week installing our new transformer. Two benches have been donated in memory of Kate Cameron.

Horticulture Room: A motion was passed to adopt the mission statement and policy of the Horticulture Committee and to use the Library of Congress method in cataloguing the books.

Novel Night: Sheila Rogers reported that 390 people attended the event with 21 dinners being given and 25 authors as speakers. \$92,000 was raised compared to \$55,000 from last year. The date of August 11<sup>th</sup> has been chosen for next year and it was suggested that each board member ask 5 people to be a host for a dinner.

The next meeting will be held on September 15<sup>th</sup> at 4:00 p.m.

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

Barbara H. Scheerer, Secretary

2006, SEPTEMBER 15, MINUTES OF THE REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD AT 4:00 P.M. AT THE LIBRARY

The chairman of the board, Tom Twomey, called the meeting to order at 4:00 p.m. Present: Carey, Collins, Dayton, Davison, Ferrin, Hunting, Livera, McGuirk, Niggles, Parker, Scheerer and Twomey. Sheila Rogers was present and also Joan Osborne, Eleanor Ratsep and Susan Ecker. Absent: Chapman, Cromack, Epstein, Furlaud, Hitchcock, Kelleher, Kennedy, Lebwith, and Mercer.

The August minutes were accepted with two corrections: Bruce Collins was absent that day and in the treasurer's report the figure for the operating expenses through July, 2006, should read \$788,644 not \$778,644.

Treasurer's report: Don Hunting gave the treasurer's report for the 8 months ended August 31, 2006:

Revenues of:	\$1,386,114
Operating expenses of :	932,032
Operating surplus of	454,082
(vs. budget of \$388,207)	

Surplus after capital items	\$ 392,269
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The treasurer's report was approved.

Don explained to the board that the finance committee was not happy with the delivery time of Graber and Co. and Allen Livera, our comptroller, had done some research and found a firm which would cost us \$4000 less and dealt with many libraries. Don made a motion which was seconded and passed unanimously to engage the firm of Baldessari & Coster LLP, Certified Public Accountants, to perform the 2006 audit of the East Hampton Library at an estimated cost of \$10,000.

President's report: Doreen Niggles, our president, who has just returned from a trip, responded to an ad that the Library Tax Advocates had put in the September 14<sup>th</sup> issue of the Star which stated that the library was still not conforming to New York State Open Meetings Law. She replied that our meetings are always open to the public and our minutes and financial statements are on the web. She announced that Diana Dayton will be able to stay until October 14<sup>th</sup> as temporary director and the Search Committee is interviewing an applicant for the permanent position this Thursday.

Doreen then turned the meeting over to Alexandra Giambruno, our Children's Librarian, who gave an excellent presentation about the very successful Summer Reading Program at the library which showed quite an increase in attendance. She feels that the most important job is helping the children choose books. A part-time page has been hired to shelve books and also a Latino person who is now helping with translating which has

been very helpful. Prizes were given to those children who completed the program and Alexandra gave each board member a sample bag showing the items which she had picked out. The older children received gift certificates to Bookhampton.

The Tutor.Com Program which the board approved at the last meeting for grades 4-12 is being introduced to the schools and Diana Dayton has been talking to schools and will get flyers to the children. Our library is the first library in eastern suffolk to implement this program and the parents and children are quite excited when hearing about it.

Building and grounds: Bruce Collins reported that the new transformer is installed on Buell Lane and alot of the wiring has been done.. We are waiting for LIPA. Reseeding will have to be done. Sara Davison reported that Ray Smith has checked the trees and will remove damaged limbs, cable the mulberry tree and prune the ones against the building at a cost of \$2,365. A motion was passed to go ahead with this.

Library Society: Sheila Rogers reported that the total so far this year is \$182,408. The Novel Night event brought in \$92,000 and we are \$8000 ahead of last year at this time.

A motion was passed to adopt the Anti-Discrimination Policy which was required by our new insurance company, Amaden Gay Insurance Brokerage.

The next meeting will be held on October 20<sup>th</sup> at 4:00 p.m.

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

Barbara H. Scheerer, Secretary

2006, OCTOBER 20, MINUTES OF THE REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD AT 4:00 P.M. AT THE LIBRARY

The chairman of the board, Tom Twomey, called the meeting to order at 4:00 p.m. Present: Chapman, Collins, Cromack, Hunting, Kelleher, Kennedy, Lebwith, Livera, Mercer, Niggles, Scheerer and Twomey. Sheila Rogers was present and also Joan Osborne. Absent: Carey, Davison, Epstein, Ferrin, Furlaud, Hitchcock, McGuirk, Parker and Ross.

The minutes were approved with two corrections: We are waiting for LIPA not LILCO and the total amount of donations this year should be \$182,408.

Treasurer's Report: Don Hunting provided the Treasurer's report in Stuart's absence; He gave the following Report:

Revenues: \$1,406,774

Expenses : \$1,047,707

Surplus: \$359,067

Less Capital Items: \$255,744

Upon a motion made and unanimously passed the Treasurer's Report was accepted.

Don requested a motion accepting the 2005 audit. He stated the audit had no surprises and pretty much confirmed everything previously reported regarding last year's finances. He ended his comments by referring to a sentence in the report which gives the misleading impression that the library had a deficit last year. He indicated that such a paper deficit is due to the municipal nature of our accounting system but doesn't reflect reality since our system does:

- 1) not recognize the substantial income received from more than 4 million dollars in reserve funds accumulated over past decades, and
- 2) not recognize gifts raised in a prior year for projects and work performed in the audited year.

Upon a motion made and unanimously passed the 2005 Audit was accepted with the aforementioned notation.

Director's Report: Diana Dayton is away and will be back on October 29<sup>th</sup> but left her report as follows: A new part-time circulation assistant, Claudia Smith, has been hired and Thomas Reid has been hired as a part-time page. Marlene Feehan will be leaving October 27<sup>th</sup> because of the housing issue here and the long commute she has had to

make. We are very sad to see her go. Our circulation statistics are up all around over last year and our Live on Line Homework Help received 40 hits, a very high number as it only started on September 11<sup>th</sup>. Diana has asked the board to approve a delayed opening of the library on the morning of November 3<sup>rd</sup> so as to allow the staff to attend a program presented by Eastern Suffolk BOCES, EAP titled "Dealing with Difficult People" A motion was passed to have the library open at 11 a.m. that day.

President's Report: The Search Committee received six resumes after having advertised publicly and through SCLS and interviewed two viable candidates. The search was narrowed down by having 2<sup>nd</sup> and 3<sup>rd</sup> interviews and a candidate was selected who the committee felt would fit our library perfectly and had the proper qualifications. His name is Dennis Fabiszak, currently an assistant director and head of Information Technology at Mastic –Moriches-Shirley Library System. He has a BS in Information Technology from SUNY Empire State College and a Master of Library Science from State University of NY Queens College. He lives in Southampton and is married with two children.

The committee also researched what the salary for this position is at other SCLS libraries. The starting salaries range from \$95,000 to over \$110,000 depending on the size of the library and the qualifications of the director.

A motion was passed unanimously by those present to hire Dennis at a starting salary of \$95,000 plus the competitive health insurance coverage of 75% of cost for his family and normal employee benefits. He can start on November 6<sup>th</sup>. Diana Dayton will be helping Dennis make a smooth transition into his new position.

Grounds: Ann Chapman went around with Ray Smith to look at trees on the property. He made a list with prices of pruning. Afterwards, Sara Davison and Ann chose which trees took priority for pruning for a total of \$2400.

An anonymous donor has given two benches to the library for the Grace Lee Roberts Terrace. One is in memory of Kate Cameron and the other in memory of the donor's dog. Ann will contact the Tree Committee of the LVIS to find out where to order plaques. The Garden Club of East Hampton found a large wasp nest while they were cleaning up the Grace Lee Roberts Terrace. It has been removed.

Building: Bruce Collins reported that grading and seeding has been done and we are still waiting for LIPA to install the transformer.

Long Island Room: The committee will meet on October 24<sup>th</sup> with Steve Boerner to discuss disaster plans for the Collection as we are very susceptible to a bad storm. Allen Livera will attend the meeting to find out what kind of equipment we should need. A report will be given at next month's meeting.

Library Society: Sheila Rogers reported that we have received \$187,000 this year compared to \$178,000 from last year. The calendars, which we began sending out in 2000, will be mailed out to donors. The cost of advertising in them is \$1500. We are in

need of more historical facts to use in them. The year –end mailing for the appeal will be started. We received two unsolicited contributions for the Children’s Room Addition which makes a total of \$92,000 so far.

Special Events: Howard Lebwith is thinking about having a Limerick Contest in March and planning another Poetry Contest in April with Daniel Thomas Moran again as a judge. Other events are being planned for the winter months; Mike Bottini with his books on local trails and kayaking on November 18, Ben Baglio discussing “String of Pearls” on December 7th and Lona Rubenstein with her advice on poker”Getting Back in the Game” on January 6<sup>th</sup>.

The next meeting will be held on November 17th at 4:00 p.m.

The meeting was adjourned at 5:05 p.m.

Barbara H. Scheerer, Secretary

2006, NOVEMBER 17, MINUTES OF THE REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD AT 4:00 P.M. AT THE LIBRARY

The chairman of the board, Tom Twomey, called the meeting to order at 4:00 p.m. Present: Carey, Chapman, Collins, Epstein, Fabiszak, Ferrin, Hitchcock, Hunting, Kelleher, Lebwith, Livera, Mercer, Parker, Scheerer and Twomey. Absent: Cromack, Davison, Furlaud, Kennedy, McGuirk, Niggles and Ross. Sheila Rogers was present, also Joan Osborne and Susan Ecker.

The new director, Dennis Fabiszak, was welcomed to his first board meeting.

The October minutes were accepted with some corrections by Ann Chapman about the grounds. The cost of pruning by Ray Smith of trees chosen by Ann and Sara Davison will be \$2400 and Ann will contact the LVIS to find out where to order plaques for the two donated benches.

The Treasurer's Report was as follows:

Revenue YTD: \$1,430,769

Expenses YTD: \$1,164,892

Capital Items: \$107,791

Surplus: \$158,086

A motion was passed to accept the treasurer's report.

We have received two bequests: \$1360 from the David Porter estate and a last gift of \$7300 from the Julie Nagle estate. Both bequests will go into the Long Range Capital Account. A motion was passed to send letters of thanks to both people in charge of these bequests.

Director's report: Some of Dennis's report was written by Diana Dayton before she left. The Springs library needs a new computer and a motion was passed to purchase a Gateway, costing \$798 or no more than \$1000 for them which will tie into ours. They are installing optonline.net.

Dennis also asked for a motion to close the library on Christmas Eve and New Year's Eve which both come on a Sunday this year. The motion was passed.

Another motion was passed to authorize a board member to sign a ballot approving the SCLS budget increase.

Garrison Lutz will be moved to be head of reference, replacing Marlene Feehan who has left. He will receive a salary of \$50,000 and hire his own replacement.

Dennis reported that there was a fire drill on the 2<sup>nd</sup> day he started at the library. Eight fire trucks came and firemen with all their latest technology to test the building and all the fire hydrants and exits. They were very concerned about the Long Island Collection and advised special care for that room. Dennis is working on a manual with guidelines for the protection of the collection in an emergency. A letter was written thanking the fire chiefs and officers.

There will be a holiday party for board members and staff after the December meeting. The hostesses and host will be Liz Carey, Patti Ferrin, Howard Lebwith, Doreen Niggles, Gail Parker and Bobby Scheerer.

359 students signed on to the Tutor.Com program in October. A survey will be done at the end of the year to find out how successful the program has been. It was suggested that the program should be demonstrated to parents at PT meetings at the schools.

Grounds: Diana Dayton and Allen Livera met with Enviro Systems who want to install air-purifiers and humidifiers to conserve the books in the Long Island Collection. The building committee will report next month on the cost of the new electrical system, repairs to the storm sash and installation of a new front door which has been ordered. The door will be installed after Thanksgiving by Ben Krupinski's men with no charge for his work.

Library Society: Sheila Rogers reported that 1200 calendars have arrived at the library with 750 being mailed out to society members. 8000 went to the printer and will be sold at Bookhampton. We have received \$192,000 so far this year up from \$178,000 from last year.

Dennis Fabiszak asked the board to pass a motion to allow one staff member to take her vacation days in January instead of December so as to not leave the staff short-handed over the Christmas holidays. The motion was passed.

The next meeting will be held on Friday, December 15, at 3:30 p.m. to allow time for the Christmas Party after the meeting.

The meeting was adjourned at 5:10 p.m.

Barbara H. Scheerer, Secretary

2006, DECEMBER 15, MINUTES OF THE REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD AT 4:00 P.M. AT THE LIBRARY

The chairman of the board, Tom Twomey, called the meeting to order at 4:00 p.m. Present: Chapman, Collins, Cromack, Davison, Epstein, Fabiszak, Ferrin, Hunting, Lebwith, Livera, McGuirk, Mercer, Niggles, Parker, Scheerer and Twomey. Joan Osborne, Eleanor Ratsep and Sheila Rogers were also present and Town Supervisor William McGintee. Absent: Carey, Furlaud, Hitchcock and Ross.

The minutes of the November minutes were accepted with one correction: Garrison Lutz's last name was incorrect.

The treasurer's report through November of 2006 is as follows:

Total Revenues of:	\$1,453,939
Operating Expenses of:	\$ 1,273,628
Operating Surplus of:	\$ 180,311 (vs. budget of \$136,484)
Surplus after capital Items:	\$ 53,302

A motion was passed to accept the treasurer's report

Director's report: Megan Lepore has been hired as a full-time reference librarian to take over Garrison Lutz's former position. A magnetic board has been instituted at the front desk showing who is in charge of the library on each day. The emergency plan is almost ready which will cover every kind of disaster which might occur. We have received a large collection of books from Gail Sheehy and Clay Felker. Films are being reviewed to be shown in the 2007 Winter Series that the library is co-sponsoring with Guild Hall.

Technology: Arlene West demonstrated a new wireless router with long range antenna, which was purchased from SCLS, and installed, called "Sputnik Wireless Management Solution" which will provide enhanced security and can track usage by users. She asked for a committee to investigate wireless access from outside . such as businesses, etc. Patti Ferrin, Howard Lebwith and Gail Parker volunteered to be on the committee.

Building and Grounds: Two toilets have been replaced. The front door will be installed on the 18<sup>th</sup> and the rear door repaired. A letter of thanks will be sent to Ben Krupinski. East End Lines will paint the lines on the 2 handicapped spaces and two signs will be installed there noting the fines for illegal parking. Mold is starting to form in the new wing and a motion was passed to accept the offer of Enviro for remediation, including

humidifiers and air purifiers at a total cost of \$33,750. Janet Ross has contributed \$10,000 toward the expense of cleaning up the mold.

Long Island Room: the Long Island Room has begun scanning documents which can then be sent by e-mail to patrons who request them. Jack Kelleher will be in charge of the Book Store and has met with Marci Vail. Dennis was thanked for sending out the flyer advertising the sale of the historic books. We will work more with Bookhampton and try to think of other ways to sell the books. We have made \$44,000 so far, which will go into the Long Island Account.

President's report: We have received \$1,000 from an anonymous donor. Doreen applauded the library staff for their excellent work and a motion was passed unanimously to award them a Christmas bonus at the discretion of the director.

Capital Campaign: The two following resolutions regarding the DEIS were proposed by Bruce Collins and Stuart Epstein, co-chairs of the Capital Campaign Committee:

RESOLVED that the board approves the submission of the DEIS dated December 1, 2006 to the Village of East Hampton in furtherance of the Library application to construct a new wing as described in that DEIS, and be it further

RESOLVED that our attorneys, Esseks, Hefter & Angel, are authorized to submit an amendment to our original Village application dated April, 2003, which amendment, this Board approved at a regular meeting on June 18, 2004.

The two resolutions were passed unanimously.

Library Society: We have received \$89,931 so far this year which is \$16,00 ahead of last year and we expect a new high next month.

Special Events: Howard Lebwith has sent out flyers for the Poetry Contest in April and is considering partnering with the Star for a limerick contest at some future date. Lona Rubenstein will be talking about her book on poker this Saturday.

The next meeting will be held on Friday, January 19<sup>th</sup> at 4:00 p.m.

The meeting was adjourned at 5 p.m. in time for the Christmas Party for the board and the staff.

Barbara H. Scheerer, Secretary

