

2007, JANUARY 19, 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, Davison, Epstein, Fabiszak, Ferrin, Hitchcock, Hunting, Kelleher, Kennedy, Livera, Mercer, Niggles, Scheerer, Twomey and two staff members, Arleen West and Marci Vail. Joan Osborne and Eleanor Ratsep were also present: Absent: Cromack, Furlaud, Lebwith, McGuirk, Parker and Ross.

The minutes were approved with two typos corrected and the figures for the Library Society report should read \$89,931 received and \$16,000 ahead of last year.

The treasurer's report is as follows:

Full Year Actuals for 2006:

Total revenues of :	\$1,599,739
Operating Expenses of:	\$1,446,814
Operating Surplus of:	\$ 152,925 (vs. budget of \$23,298)
Surplus after Capital Items:	\$ 5,505

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

The Business Committee has recommended the following motions which were passed unanimously.

- 1: That we name UBS as our broker advisor replacing Mass Mutual for our pension accounts. New pension accounts will be established for all eligible employees through UBS. Current accounts with Mass Mutual will remain in place until such time as any surrender fees have expired at which time they will be moved to UBS.
- 2: That we reimburse employees for the extra expense involved with moving the pension books to UBS, not to exceed \$35 per employee.
- 3: That we change the capital expenditure portion of the 2007 budget, which was approved in May, 2006, from \$40,000 to \$60,000.
- 4: That we offer at the employee's expense, the option of purchasing the Aflac Personal Cancer Indemnity Plan and the Aflac Personal Disability Income Protector Insurance.

5: That we establish a Cafeteria Plan that will allow the library to deduct the family portion of the health care contribution pre-tax for each participating employee. This would save about \$1500 per year in FICA tax.

6: That we pay Lisa Houston \$1,151.60 which accounts for 8% of her annual income and will account for her not being enrolled in the East Hampton Library Pension Plan for the year 2005.

President's Report: Doreen Niggles reported that 2006 was our best fund-raising year yet and thanked the hard working members of the board for their efforts.

We will be hosting Novel Night again in August. The committee will meet on Saturday, January 27th at 10 a.m.

The nominating committee met and would like to propose a candidate to replace Kate Cameron on our board. Our By-Laws allow for the seat to be filled and the committee would like to propose Diana Dayton to fill Kate's seat. Her knowledge and library back ground will benefit the library greatly and her dedication to the Long Island Collection is a valued asset.

A motion to elect Diana Dayton to the board was passed unanimously.

Director's Report: Arleen West demonstrated the self-checkout software and system that we can make available to our patrons. A motion was passed to utilize \$3500 out of our present budget to purchase a license for the system on a trial basis.

Marci Vail gave a presentation of the digitizing of the Long Island Collection which has begun. Patrons are always asking for copies of documents and images and when the process is completed, materials which have been scanned can be sent by e-mail. The images can be enhanced and enlarged so as to be more readable. Entire volumes can be scanned.

A motion was passed to authorize Dennis to continue digitizing the Long Island Collection.

A motion was also passed for our library to join the downloadable media coordinated order available through SCLS which 42 libraries have joined. It will cost \$1600 out of existing funds to enter the project for the first year and \$500 to purchase more items. This will allow our patrons to download e-books, audio books, etc. from anywhere 24 hours a day.

We have received 600 books from the collection of Adelaide de Menil which the staff are sorting carefully. A letter of thanks has been mailed.

Enviro has completed the work of sealing the basements, installing industrial dehumidifiers, installing piping and pumps for the HVAC water waste and installing air cleaning units in the ducts.

We received a letter from Heather Anderson from the Springs Library thanking us for purchasing and installing their new computer system.

We have copies of a program called Computer Cop Software given to us by Suffolk County Sheriff DeMarco, which is a program parents can use that will help them determine if their children are contacting predators online. Parents can pick up a free copy at the library.

Innovative Interfaces Inc. will be upgrading our circulation system.

Dennis handed out copies of the completed Emergency Manual for the library which he has been working on. It covers every possible emergency situation and includes a Code Adam Alert which would be announced over the intercom in the case of a missing child. Dennis will train the staff in all the proper procedures.

Library Society: Doreen announced that we have received \$337,005 which is \$89,500 over budget and we have a 30% increase in donors.

There will be no meeting in February. The next meeting will be held on Friday, March 16th at 4:00 p.m.

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

Barbara H. Scheerer, Secretary

2007, APRIL 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: Collins, Cromack, Epstein, Fabiszak, Ferrin, Hitchcock, Hunting, Kelleher, Kennedy, Lebwith, McGuirk, Mercer, Niggles, Parker, Ross, Scheerer and Twomey. Joan Osborne and Eleanor Ratsep were also present. Absent: Chapman, Davison, Dayton, Furlaud, Livera and Rogers.

The December, 2006, minutes were approved with the following amendment: Under Building and Grounds the last two sentences should be replaced with "Mold is starting to form in the new wing. Enviro's proposal to address the problem includes installing dehumidifiers and air purifiers, for a total cost of \$33,157. It was noted that we have approximately \$23,000 remaining from the February 2006 J&AR Foundation donation, which could be applied to this cost. The board approved a motion increasing the capital budget by the difference, approximately \$10,000.

The January 2007 minutes were approved as read.

President's report: Novel Night will be held on Saturday, August 11th with a cocktail party under the tent from 5:30 p.m. to 7:30 p.m. with dinners in private residences to follow.

The Nominating Committee: Ann Chapman, Ellen Cromack, Stuart Epstein, Isabel Furlaud, Don Hunting, Doreen Niggles and Bobby Scheerer, recommended re-nominating to the class of 2011 the following:

Ann Chapman
Sara Davison
Diana Dayton
Patti Ferrin
Isabel Furlaud
Janet Ross

Proposed new Candidates for the class of 2011:
Barry Johnson
Meredith Hauseman Cortes

A motion was passed to make a change in article 1V of our By-Laws to add a new position of Executive Vice President to the following slate of officers:

Tom Twomey as Chairman of the Board
Doreen A. Niggles as President
Bruce Collins as Executive Vice President
Don Hunting as 1st Vice President
Stuart Epstein as 2nd Vice President

Sara Davison as Treasurer
Patti Ferrin as Assistant Treasurer
Bobby Scheerer as Recording Secretary
Kristine Kennedy as Corresponding Secretary

The proposed slate will be voted on at the Annual May meeting.

A motion was passed to adopt a change in the Horticulture Room Policy. Any gifts of books and materials solicited by the Horticulture Committee and donated before they are shelved will be previewed by the committee and separated as to circulating and non-circulating or returned to donor. Both circulating and non-circulating will have book plates. Any books purchased by the library may be circulated unless purchased as collectors' items(non-circulated).

Two new committees will be formed:

1. Personnel—the purpose is to work with the director on specific as well as general personnel issues and any other policy issues that come up. Chuck Hitchcock has agreed to work with Dennis on this.

Book Sales: Jack Kelleher has volunteered to chair a Book Committee which will create and implement a strategy for selling books to raise money for the library. The books will include regular donations plus rare and valuable books and the books edited by Tom about Long Island History.

Treasurer's Report: The treasurer's report was approved and board members received a copy of the draft budget for 2008 which will be voted on at the May meeting.

Revenue.....	\$613,378
Expenses.....	\$326,972
Surplus.....	\$286,406
Surplus after Capital Items.....	\$256,517

Director's Report: Dennis introduced our new reference librarian, Megan Lepore, who informed the board about an adult summer reading at the library which will start June 18th and run through August 20th. Interested patrons will receive a packet with five review forms to hand in after reading books from the library or from their personal book collection. Weekly raffle prizes for the most reviews handed in have been donated by local businesses, East End Books, London Jewelers and Gems of the Past.

Gary Lutz, our head of the reference department, described a Books By Mail Delivery Program for the home-bound which will be starting soon.. Books will be delivered in a mail pouch and can be returned by the same pouch. An application must be filled out with a certificate of disability.

A motion was passed to adopt a resolution approving the New York Annual Report for Libraries which was filled out by Dennis and Allen.

A motion was passed to approve the changes made by the Business Committee to the Personnel Handbook.

A motion was passed to accept the New Circulation Policies.

Book Fund: 900 soliciting letters were sent out and two checks for \$5000 were received.

The family of the late Sherrill Foster has contacted the library and would like to donate her personal Long Island Collection to our Long Island Collection. They would like it to be called "The Sherrill Foster Early American Research Collection.

The Tutor .Com program is going well, so far there are 350 users.

Suffolk Wave, the downloadable media service that our library will be part of, with 46 other libraries in Suffolk County, will be operational by the end of March.

A Suffolk County Training Workshop in Financial Accountability for board members was announced; one to take place on June 7th at 7 p.m. at Half Hollow Hills Community Library and the other on Monday, June 11th at 7 p.m. at Mastic Moriches Shirley Community. Contact Dennis or register online at <http://www.suffolk.lib.ny.us/register/> for either one of those dates.

The self-checkout system in the Childrens' Room is being used by 40% of the patrons and we hope to install an adult system also. The circulation at the library has increased 10% over last year and these systems will be very helpful to the staff.

Building and Grounds: Bruce reported that LIPA has finally installed the new power lines and there have been no more surges, everything is working properly. He will receive the results from the fire inspection done last month and report to the board next at the next meeting.

Childrens' Fair: Letters have been mailed out announcing the date of the Fair, which will be on August 12th with requests to join the Fair Committee as a contributing member.

The Poetry Contest will be held next Friday, from 5:30 p.m. to 7:30 p.m.

Novel Night: new authors are needed and hosts for dinner parties. The cocktail party under the tent is being underwritten.

Library Society: There were 25 donors in April of last year and so far this month there have been 67.

The next meeting will be the Annual Meeting which will be held on May 18th at 4 p.m.

A motion was passed to adjourn and the meeting was adjourned 5:43 p.m.

Barbara H. Scheerer, Secretary

2007, May 18, ANNUAL 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: Cary, Chapman, Collins, Cromack, Davison, Dayton, Epstein, Fabiszak, Furlaud, Hasemann-Cortes, Hitchcock, Kelleher, Lebwith, Livera, Mercer, Niggles, Parker, Scheerer and Twomey. Alexandra Giambruno, the Childrens Room Librarian was also present. Absent: Ferrin, Hunting, Johnson, Kennedy, Rogers and Ross.

The minutes were approved with the correction of two small typos.

Isabel Furlaud made a motion, which was passed, to close the Business Meeting and open the Annual Meeting.

Doreen Niggles made a motion, which was passed, to elect the class of 2011: Ann Chapman, Sara Davison, Diana Dayton, Patti Ferrin, Isabel Furlaud and Janet Ross. A motion was also made and passed to elect two new members, Meredith Hausmann-Cortes and Barry Johnson to the class of 2011.

A Resolution was passed as follows: Be It resolved: That article 1V , Section 1 of our By-Laws is hereby amended to create the office of Executive Vice-President.

A motion passed to elect Bruce Collins to that position.

A motion was passed to accept the following slate of officers for 2007 – 2008:

Doreen Niggles..... President
Tom Twomey.....Chairman of the Board
Bruce Collins.....Executive Vice President
Don Hunting.....1st Vice President
Stuart Epstein.....2nd Vice President
Sara Davison.....Treasurer
Patti Ferrin.....Assistant Treasurer
Barbara Scheerer.....Recording Secretary
Kristine Kennedy.....Corresponding Secretary

A motion made by Stuart Epstein was passed to close the Annual Meeting and open the Business Meeting.

Treasurer's Report:

Through April 2007:

Revenues of :	\$629,593
Operating Expenses of :	\$473,138

Operating Surplus of : \$156,455

Surplus after Capital Items: \$113,923

The library will hold a book sale on May 26th at the library from 10 a.m. to 4 p.m. Board members have been asked to help.

More self-check machines are needed plus a large format printer and archival scanner.

Stuart Epstein and Allen Livera were thanked for helping prepare the budget of \$1,575,000 for 2008. A motion was passed to approve the budget.

Childrens' Room: Alexandra Giambruno is gearing up for the Summer Reading Program, making summer brochures and arranging for prizes for reading with gift certificates for the older children and a party at the end of the program. A lot of time is spent helping children choose books for their reading. There is a special program for teenagers called YNK—you never know.

Book Fund Report: We have had four \$5000 donations plus another \$2,500. The interest goes to a checking account for buying books which will reduce our budget for buying books.

Director's Report: Ola Walker, the head of Inter-Library Loans, has resigned and Debby Donohue has been promoted to full-time from part-time in that department. Ola will be greatly missed by the staff and patrons. A search is on for a replacement. Steve Broener will work part-time now and an ad has been put out for another part-time archive assistant.

Stickers advertising the library have been put on all the donated paperbacks which are given to Main Beach.

The Sherrill Foster Early American Research Collection consists of approximately 1200 volumes.

Fire Inspection: Repairs are being made to keep us in compliance with the Fire Code.

Libraries in New York State received extra money this year. Fred Thiele donated \$1000 for a self-check machine.

Childrens' Fair: The Fair will be held on August 12th from 3 p.m. to 5 p.m. Underwriters are needed.

Events: the Poetry Contest was very successful. The next event will be under a tent on July 28th and the speaker will be Dr. Neil de Grasse Tyson from the Hayden Planetarium.

Novel Night: Jack Kelleher announced that post cards have been sent out and authors have been found but at least 7 more dinners are needed. He would like it settled by the middle of June.

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

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

Barbara H. Scheerer, Secretary

2007, JUNE 15, 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 p.m. Present: Chapman, Collins, Davison, Dayton, Epstein, Fabiszak, Ferrin, Hitchcock, Johnson, Kelleher, Kennedy, Livera, Mercer, Parker, Scheerer and Twomey. Supervisor William McGintee and Joan Osborne were also present. Absent: Carey, Cromack, Furlaud, Hasemann-Cortes, Hunting, Lebwith, Niggles, Rogers and Ross.

The minutes were accepted with one correction: Patty Ferrin was not present at the Annual Meeting.

Treasurers Report: Through May 2007

Revenues received of \$684,414

Operating Expenses of \$589,627

Operating Surplus \$94,787 (vs. budget \$79,311)

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

A Resolution was also passed to update the signers on our accounts at Schwab Investments and The Bridgehampton National Bank. The new authorized signers are: Sara Davison, Stuart Epstein and Patti Ferrin for both the Schwab and BNB accounts.

President's Report: The report was given by Bruce Collins in Doreen's absence. The Book Committee was thanked for raising almost \$2000 at the book sale on May 26th. We also received a \$1000 grant from Fred Thiele and \$1000 from the Evan Frankel Foundation. A motion was passed to purchase an adult check-out station with the money from both grants and the book sale. Board members were asked to help out with Library Society mailings.

Director's Report: Our library is the highest user of Tutor.Com with 3000 customers in the first year. The first year costs \$4,500 and the second is \$13,500. We will proceed for next year with Project Most helping us raise money. They contributed \$2000 last year. Supervisor McGintee who was present at the meeting suggested that we approach the Town for assistance. We can pick up a grant application from his office and he would help us in filling it out. The library staff has been actively advertising the new Suffolk Wave downloadable media service and have had very positive comments from patrons.

Staff: Debbie Donahue started as the Full-Time Head of Inter-Library Loans on May 30th. Christina Funaro has been hired as a part-time Trainee/Archivist for the Long Island Room. Marcie Vail has received her Library Science Degree. Articles about Marcie and Dorothy King will be appearing in the local papers.

Book Sales: The book sale on May 26th generated \$1,962. Since the sale the room has been left open for patrons to purchase books and has brought in another \$374. We have been receiving more donations of books.

An Adult Reading Club is being formed with \$800 worth of prizes including library mugs.

We need an upgraded telephone system and overhead paging system. Police and firemen need keys to the building in case of emergency. An external lock-box could be used.

Dennis has been appointed to the Construction Grant Committee which will decide how to divide up the New York State Public Library grant money for the coming year. This committee experience will give Dennis first hand knowledge no how to best formulate the East Hampton Library Construction Grant request in 2008.

Childrens' Fair: There has been one mailing so far and \$40,000 has been received.

Long Island Room: Bookhampton has been selling our historical books and sent a check for \$4000. The Long Island Committee has met and decided on a policy for scanning our materials from the Collection.

The Committee List was handed out and a resolution was passed to approve it with three additions: Patti Ferrin should be added to the Business Committee, Gail Parker and Barbara Scheerer to the Book Committee.

Special Events: Howard Lebwith will report in July about the Limerick Contest.

Novel Night: Letters are being sent out asking for sponsors or benefactors for the event. Invitations will be sent by the end of June.

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

The meeting was adjourned at 5:40 p.m.

Barbara H. Scheerer, Secretary

JULY 20, 2007, 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, Cromack, Davison, Dayton, Epstein, Fabiszak, Furlaud, Hasemann-Cortes, Johnson, Kennedy, Lebwith, Livera, Mercer, Parker, Ross, Scheerer and Twomey. Joan Osborne and Eleanor Ratsep were present and two staff members; Alexandra Giambruno and Megan Lepore. Absent: Ferrin, Hitchcock, Hunting, Kelleher and Niggles.

A motion was passed to accept the minutes as read.

Treasurer's Report as follows: Through June, 2007

Revenues received of	\$1,253,799
Operating Expenses	\$738,609
Operating Surplus	\$515,170
Capital Expenditures	\$49,753
Surplus after Capital Expenditures	\$465,417

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

Board members were handed out the Audited Financial Report by our new auditors, Balsessari & Coster, for the year ended December 31, 2006, to take home and study. It will be discussed and voted on at the August 17th meeting. The business committee has met and Sara introduced a resolution recommending an amendment to the East Hampton Pension Plan and Trust which was discussed and a motion was passed to accept the resolution.

Childrens' Room Librarian: Alexandra Giambruno reported that 270 children have signed for the Summer Reading Program and that the self-check-out system has been very popular. Megan Lepore stated that 135 book reviews have been received for the Adult Reading Program and 13 businesses have donated prizes.

Director's report: Gail Parker met with Town Supervisor, William McGintee concerning our application to the Town for funding for the Tutor.Com Program. We have 5000 accounts now which is the highest usage in the USA. A national article might be written about us. We will ask for \$6,500 from the Town and Stuart Epstein volunteered to make up the difference.

There were two school visits on the 19th and 20th of June. The children were showed around the building and introduced to library card policies and the benefits of Suffolk Wave. The groups were too large and a suggestion was made by Meredith Hasemann-Cortes to have smaller groups next time.

Christina Funaro started July 2nd as the part time Long Island Room Librarian Trainee-Archivist.

Lorna Dreyer is giving a birthday party for her daughter and instead of bringing presents the guests have been asked to contribute to the library's proposed addition to the Childrens' Room.

Special Events: Howard Lebwith announced that the author of 'The Man in the White Sharkskin Suit', Lucette Lagnado, will be speaking at the library on Friday, July 27th and on Saturday, the 28th, Dr. Neil de Grasse Tyson from the Hayden Planetarium will speak. Newsday and Plum TV will be present. The talks will be under a tent. The Linerick Contest will be at the end of August. Entries should be in by the 3rd week of that month.

Building and Grounds: Bruce Collins reported some power failures and flooded cars during last week's rainstorm. A condenser needs repairing which will cost \$3,009. The outside library sign needs repainting and resealing and a motion was passed to have this done at a cost of \$350.

A motion was passed to approve the changes in the SCLS Resource Sharing Code and the PALS By-Laws.

Childrens' Fair: The Fair will be on Sunday, August 12, from 3 p.m. to 5:30 p.m. and board members were asked to come at 2 p.m. to help set up. \$37,000 has been received so far.

Novel Night: \$25,000 has been received with \$11,000 in ticket sales. Board members should arrive early at 5:15 to help the authors in setting up tables with their books. Barbara Goldsmith, Robert Caro and Alec Baldwin are the honorary chairs.

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

The meeting was adjourned at 5:14 p.m.

Barbara H. Scheerer, Secretary

2007, AUGUST 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

Announcements: A beautiful sketch of our library done by the artist, David Arbus, was shown to the board by Gary Lutz. It was donated to the library by Isabel Furlaud.

The chairman of the board, Tom Twomey, called the meeting to order at 4:00 p.m.
Present: Carey, Chapman, Collins, Cromack, Davison, Dayton, Epstein, Fabiszak, Furlaud, Hitchcock, Johnson, Kelleher, Kennedy, Lebwith, Livera, Mercer, Scheerer and Twomey. Absent: Ferrin, Hasemann-Cortes, Hunting, Niggles, Parker and Ross.

The minutes were accepted with corrections.

Treasurer's Report: A motion was passed to approve the 2006 Audited Financial Report by our new auditors, Balesari & Coater.

The Draft Management Report through July shows:

Revenue:	\$1,336,054
Expenses:	\$862,465
Net:	\$473,589
Net after capital expenditures:	\$423,835

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

A motion was passed to approve the July 2007 warrant.

Director's report: September through October is Banned Books Week and Gary Lutz has set up a display of banned books. There will be 8 days of trivia questions for the patrons to answer with T shirts as prizes and a book discussion afterwards.

Eduacation City .Com, an online literacy program for younger children has been purchased for one year at a cost of \$1,170.

Personnel: John Jones has been hired as a part-time custodian, Gustavo Almeida has been hired as a part-time computer technician and Kate Galecki will be leaving on August 10, 2007. She was a wonderful employee and will be greatly missed.

We are applying for a grant for \$9,000 so that we can include Amagansett and Montauk in our Tutor.com program.

Personnel Committee Report: A motion was passed to adopt all four of the policies recommended by the committee on vacations, substance abuse, smoking and jury duty.

Long Island Room: Ann Chapman showed the board a whaling log written in 1848 which had been donated to the library by Clause Hoie, who died recently, and described a storm in which six men died trying to save one of their comrades who had been washed overboard.

Special Events: Howard Lebwith suggested that next year, for Novel Night, every body in the village who has written a book be invited to bring their books and display them.

Children's Fair: The Fair was very successful with 500 people attending and over 50 people helping.

Novel Night: Jack Kelleher thanked Sheila Rogers and Doreen for their hard work in arranging dinner parties and the lists of guests. 400 people attended the cocktail party and 107 went on to wonderful dinners given by 20 very generous hosts. The auction brought in more than last year and people are already calling wanting to give dinners next year, some of them are new to the library. Work has already started on August 13th for next year's Novel Night.

The next meeting will be held on September 21st at 4:00 p.m. at the library.

Barbara H. Scheerer, Secretary

DRAFT...2007, SEPTEMBER 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, Cromack, Davison, Epstein, Fabiszack, Ferrin, Hitchcock, Johnson, Lebwith, Livera, Niggles, Parker, Scheerer and Twomey. Absent: Carey, Collins, Dayton, Furlaud, Hunting, Kelleher, Kennedy, Mercer and Ross.

There was a moment of silence in memory of Arthur Ross, the husband of our board member, Janet Ross, and who had been very generous to the library and many other organizations.

Treasurer's report: Sara Davison's report through August shows:

Revenues:	\$1,407,043
Expenses:	\$1,002,478
Surplus:	\$404,565
Capital:	\$52,127
Net Income after capital expenditures:	\$352,438

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

A motion was passed to approve the warrant for August, 2007, for \$142,281.68.

Director's report: The library has received a defibrillator by a grant from the Health Care Foundation. It will be kept at the front desk and staff members will be trained to use it. To get certified it will cost \$25 a person and the names of the staff certified will be posted next to the Emergency Manual.

Personnel: Arline Gideon has left the library to join to take up a new position with the Historical Society. A new clerk is needed. Charlotte Robertson has been hired to help with the Long Island Collection.

There were two school groups visiting who learned about the library and Suffolkwave. These groups were of a manageable size and reviewed Tutor.com and Educationcity.com. They will report back to the school on these programs.

The whaling lecture which we hosted with the Historical Society at the Marine Museum was a great success with a large attendance and received a lot of press. The author, Eric Dolan, signed copies of his book, "Leviathan" which had been brought to the museum for sale by Book Hampton.

Library Society: We have acquired nine more members and we are up \$24,000 from last year which included proceeds from the Childrens' Fair.

A motion was passed to send some of our surplus childrens' books to Africa after Doreen Niggles described her trip there this summer.

A motion was passed to approve the August minutes with two corrections. The corrections are as follows: Chuck Hitchcock was present and the figure for the Net. Income in the treasurer's report should read \$473,589.

The next meeting will be held on Friday, October 19th at 4:00 p.m. at the library.

The meeting was adjourned at 5:35 p.m.

Barbara H. Scheerer, Secretary

2007, OCTOBER 19, 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, Davison, Dayton, Epstein, Fabiszak, Hitchcock, Hunting, Kelleher, Lebwith, Livera, Mercer, Parker, Scheerer and Twomey. Absent: Carey, Collins, Ferrin, Furlaud, Hasemann-Cortes, Johnson, Niggles and Ross. Cromack and Kennedy attended by conference call.

The minutes were accepted with corrections.

Treasurer's report: Sara's report for the month of September, 2007 is as follows:

Revenues:	\$1,425,695
Expenses:	\$1,139,530
Surplus:	\$286,165
Capital Expenditures:	\$48,476

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

A motion was passed to approve the warrant of \$132,558.71 for September, 2007.

Director's report: Arleen West, who is representing our employees in the Employment Assistance Program at Boces, explained to the board that the program provides workshops for employees on stress management, midlife problems and family problems. It costs \$1,000 a year.

Gina Toell has been hired to help catalogue the Long Island Collection and will work Monday, Tuesday and Wednesday.

Filters have been replaced in the boilers at a cost of \$1700. Enviro Systems is working to solve the temperature changes that are affecting the humidity levels in the Long Island Room. A digital sensor has been installed.

Our phone lines have been moved to Cablevision and also our website, with a saving of \$150 a month. The silent auction of the De Menil books brought in \$2000. An ad for our book sale at \$1 a book was put in the Star.

Library Society: We have not received replies from our renewal mailing but we are ahead \$20,000 this year. Our goal is to try to raise \$100,000 by the end of the year. Dennis is working to expedite mailings and reduce costs. Three more mailings will be sent out including the calendar.

Long Island Room: The Book Store account has \$11,000 from the sale of the history books and other items from the 350th Celebration year. Money from the Book Fund is used to improve the Collection.

The next meeting will be held on Friday, November 16, at 4:00 p.m.

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

Barbara H. Scheerer, Secretary

2007, NOVEMBER 16, 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, Dayton, Epstein, Fabiszak, Ferrin, Hitchcock, Hunting, Johnson, Kelleher, Lebwith, Livera, Niggles, Parker, Scheerer and Twomey. Alexandra Giambruno ,Childrens' Room Librarian and Grace Price, a staff member were also present. Absent: Carey, Furlaud, Hausemann-Cortes, Kennedy, Mercer and Ross.

The minutes were accepted as read.

Treasurer' Report: Sara's report through October 2007 is as follows:

Total Revenue	\$1,457,900
Total expenses	\$1,239,032
Surplus	\$218,868
Capital Expenses	\$50,182 ytd

A motion was passed to approve the October 2007 warrant.

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

Don Hunting and Sara will be attending a Financial Accountability Training Workshop sponsored by SCLS at the Riverhead Free Library on November 27th. The state is going to require all library trustees to attend four hours yearly at training work shops as part of their duties.

Director's Report: Dennis asked Alexandra Giambruno and Grace Price to demonstrate a childrens' program called Educationcity.com which is an interactive learning program for children aged 4 to 12. It costs \$1,070 for one year.

There has been difficulty in hiring personnel for the front desk. They receive \$12 per hour and have to work weekends.

A motion was passed to retain Hank Wikman to repair and reseal the window sills in Betty's room upstairs and the sill below at a cost of \$2,250. His bill will be submitted to Ben Krupinski.

A motion was also passed to have Enviro install a split system heat pump for the upstairs area at a cost of \$7,130.

A motion was passed to approve the increased SCLS budget of \$21,683 up from \$20,928 last year.

Contests are being planned for children and adults and patrons are being asked to contribute old photos of sports for the Long Island Collection.

Fund raising: Calendars are going with letters to donors and authors and brochures to prospective donors. The fall appeal is going out in 2 weeks.

Stuart Epstein recommended that we go over figures in January or February.

Arleen West has been working on a library data base.

Library Society: We are up \$21,758 from last year. The name Novel Night has been changed to "Nights of the Round Table". The event will take place on August 9th, 2008.

The Book Sale on October 27th netted \$970. The \$2000 from the sale of the De Menil books at a silent auction will be used to purchase books for the library.

The Board then voted to enter Executive Session to deal with a personnel issue.

A motion was passed to conclude the Executive Session and reopen the regular meeting.

Upon returning from Executive Session the Chair stated that the Board reviewed the performance of the Director and unanimously approved a 3 year contract with him to commence on January 1st, 2008.

Special Events: Howard Lebwith reported that a marathon race with 700 people participating for Project Most, netted \$25,000 and the organizers are hoping to attract 15,000 people next year.

The next meeting will be on December 21st at 3:30 p.m. so as to attend the annual Christmas Party afterwards with the staff.

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

Barbara H. Scheerer, Secretary

2007, DECEMBER 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: Davison, Epstein, Fabiszak, Hitchcock, Hunting, Johnson, Kelleher, Kennedy, Lebwith, Livera, Niggles, Parker, Scheerer and Twomey. Arleen West, Marci Vail, Gina Toell and Sheila Rogers were also present. Absent: Carey, Chapman, Collins, Cromack, Dayton, Ferrin, Furlaud, Hasemann-Cortes and Ross.

The minutes were accepted as read.

Announcements: Doreen announced that \$3,000 has been received in donations to the library in memory of Anne Williams and another \$20,000 will be coming from her will. A naming committee is being formed to decide ,with the family,on a suitable memorial gift. Don Hunting suggested that all bequests should go to the Long Term Capital Fund unless otherwise specified. A motion was passed unanimously in favor of his suggestion. Janet Ross has contributed \$155,000 from the Ross Foundation for Capital Expenses. A resolution was passed to send a letter of thanks for the very generous donation.

Treasurer's report: Sara's report through November is as follows:

Total Revenue.....\$1,490,307

Total Expenses.....\$1,427,517

Operating Surplus.....\$62,790

Capital Expenditures.....\$55,391

November's Warrant total expenditures of \$194,868.97

A motion was passed to approve the treasurer's report and the November Warrant.

Director's report: Marci Vail and Gina Toell have started digitizing documents from the Long Island Collection which are being added to the Long Island Memories Project which is part of the Long Island Resources Council (LILRC) Digitization Project. Our library will be cataloging our items into this joint database. An archival overhead scanner, which would cost \$25,000, is on our wish list and also a poster printer.

Gina Toell gave an overview of digital Long Island on our website.

A motion was passed to renew Suffolk Wave for 2008 at a cost of \$1,850.

Claudia Smith has resigned as of December 23rd, 2007. Lisa Cramer and Akina Mabry have been hired as part-time clerks in the Circulation Department.

A motion was passed to approve the procedures and policies for staff increases.

Enviro has finished the work upstairs and the last details downstairs will be completed soon.

A motion was passed to increase the budget for 2008 according to the numbers on the sheet.

Library Society: Sheila Rogers reported that as of today we have received \$272,336.

Novel Night: The name has been changed to "Author's Night" so as to include authors of non-fiction books. We have 10 hosts for dinners so far, and Patti Ferrin has persuaded Robert A. M. Stern to be one of the authors. More committee members are needed.

Childrens' Fair: The Fair is being planned for August, and there are five members on the committee now. They will meet in mid-January. There will be more emphasis on books in 2008.

The next meeting will be held on Friday, January 18th, at 4:00.p.m.

The meeting was adjourned at 5:00p.m. in time for the Christmas Party.

Barbara H. Scheerer, Secretary