

2008, JANUARY 18, 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, Hunting, Kelleher, Livera, Niggles, Parker, Rogers, Scheerer and Twomey. Dayton and Kennedy attended by conference call. Megan Lepore, a staff member, was also present. Absent: Cromack, Ferrin, Furlaud, Hasemann-Cortes, Hitchcock, Johnson, Lebwith, and Ross.

The minutes were accepted as read.

President's report: The nominating committee has recommended that Sheila Rogers be elected to the Board of Managers, class of 2011, to replace Norman Mercer. A motion was passed unanimously to accept this recommendation.

Thank you notes have been received from the staff for their Christmas bonuses.

We have received a \$9000 grant from the Town for Tutor.Com which will enable us to include all the children that we service.

Ann Chapman and Christine Kennedy will be talking to Anne William's daughter about a memorial gift.

Book Sale Committee: The committee has been working downstairs with the much appreciated assistance of Debby Walters, a retired teacher from the East Hampton School.

Treasurer's report: Sara' report through Dec.2007:

Operating Revenue: \$1,731,388

Operating Expenses: \$1,550,480

Operating Surplus : \$180,908

Donation designated for Capital: \$161,000

Actual Surplus: \$19,908

Capital Expenditures: \$59,506

The December Warrant was \$131,525.58

A motion was passed to accept the Treasurer's report and the Warrant.

The staff has been following the auditors suggestions.

A suggestion was made to have the staff wear name tags.

Director's report: Dennis described the "Battle Of The Books" which is an annual Suffolk County-wide competition where teens from grade 9-12 compete to see which library teams know the three selected books best. This is the first year our library will compete and there will be practice sessions every Wednesday at 5:30 beginning February 6th until the competition, which will be held Friday, April 4th at 6 p.m. at the Sachem Library. Megan Lepore is seeking participants for the "Battle of the Books" competition.

There is a circulation policy change: New non-fiction and new fiction can only be renewed 3 times with a 10 cents a day charge for overdues.

The 5th Annual Winter Film Festival with Guild Hall will begin January 13, 2008, featuring foreign films with different themes.

Arleen West and Dennis are upgrading internal communications to improve network speed.

A motion was passed to purchase a large color poster printer costing \$3,000. The money would come from capital funds.

The self-check computer is used often but will be moved to the front desk for more privacy.

Library Society: We have received \$6,072 in the first weeks of December. Last year we received a total of \$452,280, and so far this year we have exceeded our budget.

Grounds: A tree between the library building and the Star may have to be removed. One of the branches fell on Stuart Epstein's car.

Long Island Room: The East Hampton Star will be digitized.

Building: Bruce Collins reported that the DEIS has been presented to the ZBA. There was a cap of \$20,000 for our lawyer's fee but with time fees may exceed that amount. A motion was passed to pay the present bill of \$17,631.44. Everything is working well; the back door has been fixed, and some thermostats have been replaced with simpler ones. There has been poor insulation throughout the building and we have received an estimate of \$8,228.79 from Ben Krupinski to install sashes with safety glass outside 14 windows, the front door, and the window behind the front desk. A motion was passed to pay this bill from Long Range Capital.

Childrens' Fair: Liz Carey reported that the Fair will be held on August 10th and will have a beach theme. Childrens' authors will be coming with their books. Volunteers are needed and ideas for underwriters.

Author's Night: The Committee has met and will make a list of committees and assign board members to them . A publicity person is needed.

The next meeting will be held on Friday, March 28.

The meeting was adjourned at 5:00 p.m.

Barbara H. Scheerer, Secretary

2008, MARCH 28, 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, Davison, Dayton, Epstein, Fabiszak, Hitchcock, Hunting, Kelleher, Lebwith, Livera, Niggles, Parker, Rogers, Scheerer and Twomey. Absent: Carey, Cromack, Ferrin, Furlaud, Johnson, Kennedy and Ross.

The minutes were accepted as read.

Treasurer's Report: Sara's report through February and March 2008 is as follows:

Total revenue	\$670,972
Total Expenses	\$231,670
Operating Balance	\$439,302
Capital Expenditures	\$6,694

Warrant for January 2008:

Total Expenditures \$116,259.89

Warrant for February 2008

Total Expenditures of \$124,341,81

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

Director's Report: The Annual Report with copies of board member profiles was sent to the Department of Education. Our circulation was up slightly. We need more Disability access. Megan Lepore has resigned for a better job opportunity . The parking lights have been fixed. We need an improvement in the lighting in the lobby. The Osborne plaque has been moved from behind a bush, which had become too large, to a prominent location on the wall of the Childrens' Room.

A motion was passed to authorize Dennis to purchase a large scanner with money left over from the 350th Celebration, at an amount up to \$37,000.

A resolution was passed to proceed with a lease, at \$194 a month, or purchase of a color scanner for the staff .

We have purchased a folder which will allow us to take on-line gifts.

Dennis has been named the Chair of the Technical Advisory Committee of the Suffolk County Libraries. He attended the New York Legislation Day in Albany on March 11th and met with Assemblyman Fred Thiele and Senator La Valle with other local Library Directores. They are working to restore the five million dollars which Elliot Spinzer had removed from the annual budget for libraries.

There is a Trustee Workshop on May 15th on Library Finances.

"The Battle of the Books" competition has 12 teams and a driver and car will be hired to get them to their destination for \$450.

A motion was passed to go into Executive Session.

A motion was passed to return to the Regular Business Meeting.

The Library Board has agreed to accept two significant matching pledges from a member of the board for the construction of the Childrens' Wing.

A motion was passed to approve Robert A. M. Sterns bill.

The damaged tree near the parking lot is coming down at a cost of \$3,400.

Author's Night: Sheila Rogers reported that there are 13 dinner parties so far with 60 authors attending and board members should speak to Sheila about ways of participating.

The Book Sale Room is ready for a sale on April 5th from 10 a.m. to 3 p.m.

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

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

Barbara H. Scheerer, Secretary

2008, APRIL 18, 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, Davison, Dayton, Epstein, Fabiszak, Ferrin, Hunting, Kelleher, Lebwith, Livera, Niggles, Rogers, Scheerer and Twomey. Chapman, Cromack, Furlaud and Ross were on conference call. Absent: Hitchcock, Johnson and Parker.

The minutes were accepted as read.

President's report: Doreen reported that the Nominating Committee had met and is recommending the class for 2012, the slate of officers for 2009, and is also recommending the addition of a new board member, Charles R. Soriano, who is the Assistant Supervisor of Schools in East Hampton. These recommendations will be voted on at the May Annual Meeting. We will also be accepting the resignation of Meredith Hasemann-Cortes from the board.

Treasurer's report: Sara's report for March 2008 is as follows:

YTD

Operating Income	\$685,004
Operating expenses	\$335,355
Surplus	\$349,649
Capital Expenditures YTD	\$7,574

March Warrant	\$102,511.15
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A motion was passed to accept the treasurer's report and the Warrant.

Business Committee: The Business Committee met with Baxter, our investment counselors, and a motion was passed to accept their recommendation to adjust our portfolio.

Author's Night: Arleen West has put together a new web site for Authors Night, www.authorsnight.org which shows all the authors' books on the screen and will help advertise them. Users of the site can also order copies of the books and get information about hosting a dinner and attending the event. The board expressed much praise for her excellent demonstration.

A video was also shown about a Books to Africa Program helping the Primary Cariseb School in Africa which has 220 students and shows them receiving the books, some of which came from our library.

A motion was passed to go into Executive Session to discuss the legal issues involved in the ZBA quasi-judicial Childens' Wing proceeding.

A motion was passed to leave the Executive session and Return to the regular Business Meeting.

Director's report: Interviews are going on in the search for a full time Adult Reference Librarian. The maple tree at the end of the Star parking lot has been removed and the roots. Dennis has been appointed head of the New York Construction Grant Project for the 2nd year. Our patrons can now download materials from Suffolk Wave to their Ipods. The large scanner will arrive next Tuesday. A Disability Policy is needed. A motion was passed to allow a staff member to use unearned sick days at a later time.

Building/Grounds/House: Bruce Collins reported that the bill from Bill Esseks for two months was \$10,021.21.

Author's night: Sheila Rogers handed out a copy of a news release about the event which will be put in the local papers later on. There will also be publicity on the radio. The wine is being donated by Amagansett Wine and Liquors again.

Special Events: Howard Lebwith suggested having some speakers for Saturday nights in the summer discussing ways of being "Green".

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

The meeting was adjourned at 6:07 p.m.

Barbara H. Scheerer, Secretary

2008, MAY 16, 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 chairman of the board, Tom Twomey, called the meeting to order at 4:00 p.m. Present: Chapman, Epstein, Fabiszak, Ferrin, Furlaud, Hitchcock, Hunting, Johnson, Lebwith, Livera, Niggles, Rogers, Scheerer and Twomey. Ellen Cromack attended by conference phone and staff members Alexandra Giambruno and Marci Vail were also present. Absent: Collins, Davison, Dayton, Kelleher, Kennedy, Parker, and Ross.

A motion was passed to accept the minutes as read.

A motion to start the Annual Meeting was made by Don Hunting, seconded by Howard Lebwith and passed .

Nominating Committee: A motion was passed to elect Charles Soriano as a new board member to join the class of 2012.

A motion was passed unanimously to accept the members of the class of 2012 as recommended by the committee:

Kristine Kennedy
Stuart Epstein
Howard Lebwith
Sheila Rogers
Doreen Niggles
Tom Twomey
Ellen Cromack

A motion was passed unanimously to accept the slate of officers for 2009 as recommended by the committee:

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

A motion was passed to leave the Annual Meeting and return to the regular business meeting.

Book Committee: There will not be a book sale on Memorial Day weekend.

Treasurer's Report: Patti Ferrin gave the report for Sara Davison as follows:

Income-----\$716,092

Expenses-----\$481,344

Capital Expenditures year to date-----\$9,290

Operating Surplus-----\$234,748

April Warrant-----\$151,894.08

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

Director's Report: The Children's Librarian, Alexandra Giamb Bruno described the Battle of the Books competition and the 9-12th year graders who attended it. This was the first time a group from East Hampton had entered it, and they won a prize for the best costumes (shown in a photograph outside the director's office) and seemed to be enjoying themselves. Starting June 1st there will be practice sessions for the present 5—8th year graders who will read 8 books and compete with 6 on a team from East Hampton, Springs and maybe Montauk.

Marci Vail has planned a series of local history lectures co-sponsored with the East Hampton Historical Society. The first one was on the history of the Montauk lighthouse, based on the book "On Eagle's Beak: a History of the Montauk Point Lighthouse" by Henry Osmer, which about 20 people attended. Jackie Marks, who is a candidate at the Palmer School of Library Science at LIU for an MLS will be doing her internship at the library.

The large scanner arrived two weeks ago, costing \$36,000 including training the staff. The money will come from the left over money from the 350TH celebration. There will be a press release later and demonstrations for various East Hampton administrators. Other libraries have contacted us about using it with our unique Long Island Collection.

Personnel: Charlotte Robertson is leaving to attend college and a replacement will be needed. Ann Jones is now a full-time adult reference librarian and will handle the adult summer reading program.

Lisa Houston is going to register at library school and will be working with high school students.

A lot of mailings have been done by the staff using their new color printer with different forms for donations, and thank you forms. Arleen is training the staff in it's use.

Dennis is meeting with the School District Superintendants next week and will attend a Springs Citizens Advisory Committee meeting with Howard Lebwith.

Authors' Night: 17,000 postcards have been mailed to zip codes 11937, 11930 and 11975. There are 20 dinner parties and 75 authors selling their books under the tent at the cocktail party which has been generously donated again by Patty Kenner. There will be many cash registers so people don't have to wait to get their purchased book autographed. 100% of the

profits will go to the library. Our goal is to raise \$125,000 which is up from \$110,000 that we made last year.

Childrens'Fair: Liz Carey reported that her committee is working very hard and have sent out 900 e-mails. Childrens' authors will be at the fair to autograph their books.

A motion was passed to go into Executive Session to discuss our ongoing legal issues with the ZBA.

A motion was passed to return to the regular business meeting.

We received a bill for \$16,500 from Robert A. M. Stern.

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

The meeting was adjourned at 5:39 p.m.

Barbara H. Scheerer, Secretary

:2008, JUNE 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: Carey, Chapman, Collins, Davison, Dayton, Epstein, Fabiszak, Ferrin, Furlaud, Hunting, Livera, Niggles, Parker, Rogers, Scheerer, Soriano and Twomey. Absent: Hitchcock, Johnson, Kelleher, Kennedy and Ross. Ellen Cromack attended by phone.

The minutes were accepted as amended.

President's Report: Doreen introduced Charles Soriano, our new board member, to the board who all identified themselves to him. A motion was passed to accept the amended committee list as recommended by the president.

Treasurer's Report: Sara gave the following report:

Income YTD: \$1,246,197

Expenses YTD: \$683,052

Capital Expenses YTD: \$19,819

Operating Surplus : \$563,145

Other Disbursements : Warrant for April for \$10,967.40; Total Disbursements : Warrant for May \$260,263.05.

A motion was passed to accept the Treasurer's report and Warrants as given.

It was announced that a bequest was received from Arthur Ross of \$500,000 which is being put into the Contingency Fund of the library. A discussion ensued about the wonderful gift from Arthur (and Janet) and how important it was for the future of the library. All present thanked Janet and Arthur for the generosity of her family.

Director's Report: Dennis and Gina Toell gave the board a demonstration of the new large color scanner, showing an enlarged image of an old map of East Hampton. Jackie Marks is an intern at the library now. Louis Myrick is resigning in order to return to college and will have to be replaced. He will be greatly missed. Tutor.com is now a countywide service available 24 hours, costing \$1,000 to \$2,000. When ordering items for the Children's Fair the bills should be made out to the library. There will be prizes for the adult and children summer reading programs. There have been problems with stolen cell phones at the library and security measures will be looked into. Dennis would like the board to participate in the next Wellness Run. Board members received a copy of the SCLS Guide to Programs and Services.

Childrens' Fair: Liz Carey reported that \$24,000 has been received so far in donations. 10 authors will be present to sign books, and book plates are being sold at different stores. 25 volunteers have signed up to help, and there will be advance publicity promoting the event.

Authors' Night. Sheila reported that there are 13,00 envelopes to be stuffed. There are 77 authors who have signed up and board members will be needed to help sell their books and see that they are autographed. The goal is to raise \$125,000 this year, compared to \$110,000 from last year.

Campaign Committee: Bruce Collins reported that we have received two bills from Bill Esseks. A motion was passed to approve the bills, which totaled \$11,221.36.

A motion was passed to go into executive session.

A motion was passed to return to the regular business meeting.

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

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

Barbara H. Scheerer, Secretary

JULY 18, 2008, 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, Ferrin, Furlaud, Hitchcock, Kennedy, Lebwith, Livera, Parker, Rogers, Ross, Scheerer, Soriano and Twomey. Absent: Hunting, Johnson, Kelleher and Niggles.

Announcements: Frank Wiskow died recently and a portion of the estate which he inherited from Lee Bendheim, a former board member, will be left to the library as stated in Mr. Bendheim's will. The amount will be a minimum of \$250,000. A small committee, led by Ann Chapman, will decide upon the best way to recognize this generous gift from Frank.

Treasurer's Report: The Audited Financials for 2007 were handed out to the board to read over and approve at the next meeting in August.

Sara's report is as follows:

Revenue through June 07: \$1,772,832

Expenses through June 07: \$789,121

Operating Surplus through June 07 \$983,711

Warrant for June 07: \$136,182,76

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

Capital Campaign: Bruce Collins received a bill from Essecks, Hefter and Angel for \$2,226.05. A motion was passed to pay the bill.

Director's Report: Storm windows have been installed with antique glass in the front ones. The windows in the Long Island Collection need reglazing and we have received a quote on hurricane shutters which can be rolled up for storage. There have been 12 applicants for a Full-Time Circulation Clerk to be paid \$27,500 and a part-time reference librarian has been hired at \$20 an hour. A horticultural wish list has been compiled by Isabel Furlaud and Janet Ross and has been given to the East Hampton Garden Club in case any of their members might donate those books. A plaque will be installed on a bench in memory of Kate Cameron. There have been complaints about the audio CDs and new cases have been ordered which will make the collection much more accessible. New features have been added to our Circulation/Catalogue system which will make it easier to use. The library will hold two author readings in July. Signs will be put around and notices put in the local papers advertising the Author's Night party and the Children's Fair.

Book Sale: There will be a book sale on August 2nd from 10:00 a.m. to 3:00 p.m. A sign will be put in the papers advertising the sale and the prices. Debbie Walters has been working very hard alphabetizing all

the non-fiction books, including soft cover books. We need a better system for culling the books before they are carried downstairs.

A motion was passed to have Dennis attend the Director's Conference in Saratoga Springs.

Author's Night: Sheila Rogers reported that there are 120 tickets left. There are 78 authors, and 3000 books have been donated by publishers. There will be four cash registers with two people needed for each one. Board members will be needed to help set up for Saturday night, and again Sunday morning at 9:30 a.m. for the Children's Fair.

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

A motion was passed to have the board go into executive session.

The meeting was adjourned at 6:00 p.m. after the executive session ended.

Barbara H. Scheerer, Secretary

2008, AUGUST 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, Dayton, Epstein, Fabiszak, Hitchcock, Johnson, Kennedy, Lebwith, Livera, Scheerer, Rogers and Twomey. Absent: Cary, Davison, Ferrin, Furlaud, Hunting, Kelleher, Niggles, Parker, Ross and Soriano.

The minutes were accepted as read.

The treasurer's report was given by Stuart Epstein in Sara's absence:

(All amounts are Year –to –Date at 7-31-08)

Total Revenue: \$1,837.951

Total Expenses: \$906,917

Net Operating Surplus: \$931,034

Capital Expenditures: \$19,329

The July Monthly Warrant is for total expenditures of \$158,870.69

A motion was passed to accept the treasurer's report and the warrant as presented. A motion was also passed to approve the 2007 audited financials.

Director's report: Lisa Cramer has been promoted as a full-time employee, out of 16 applicants, to replace Louis Myrick at the circulation desk. The rain and hailstorm caused a lot of problems. The hot water heater needs to be replaced at a cost of \$1500 and there was damage to the carpeting in the lower level from leaks. Blowers were used to dry the carpets and Hardy Plumbing used a camera snake to find out where the leaks were, to prevent future flooding. The power went off and the circulation system was out of commission for two and a half days. The Long Island Collection staff are testing some upgrades to our Digital Long Island Collection that will increase its usability. Dennis has been appointed head of the Construction Grant Committee which consists of five people who decide how much each library is granted. He will be doing our application for a grant next year.

Authors' Night: Sheila Rogers reported on the history of Authors' Night which began in 2005 as Novel Night with 12 authors, and in 2008 was renamed Authors' Night with 84 authors signing up and the publishers donating books at the suggestion of Steven Gaines. The first event raised \$50,000 and in 2008 the amount about doubled to \$125,717. There was good coverage in the press and there was a web site, designed by Arleen West, where patrons could order tickets. Arline Gidion coordinated the publicists and the authors. The cocktail party, which had been donated by Patti Kenner, was filled with people and authors signing their books. The silent auction made \$7,500 from donations from high end stores. Board members helped as cashiers and Dennis Fabiszak was thanked enthusiastically for his hard work during the entire weekend.

Childrens Fair: Ellen Cromack, Liz Cary and Christine Kennedy reported that the Fair was a great success. Alexandra Giambruno, the Children's Room Librarian, contacted the authors to come and sign their books and the Fun Factory, at a cost of \$1,500, provided the entertainment. \$3,000 was received in donations and the crowd was much larger than last year. A group from Phoenix House, supervised by Sara Davison, did the heavy work of arranging tables and chairs. The Committee had started working in January planning the Fair.

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

The board went into executive session at 5:00 p.m. and the meeting was adjourned at the end of it at 5:25 p.m.

Barbara H. Scheerer, Secretary

2008, SEPTEMBER 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, Collins, Davison, Dayton, Epstein, Fabiszak, Furlaud, Hitchcock, Kelleher, Livera, Niggles, Parker, Rogers, Ross, Scheerer, Soriano and Twomey. Absent: Cary, Cromack, Hunting, Johnson, Kennedy, and Lebwith.

The minutes were accepted as amended.

President's report: Doreen was welcomed back from her trip to Africa and thanked the board for contributing to the Books to Africa Program. She asked the different committee chairs to give a report at the next meeting of their activities during the summer.

Treasurer's report: **Draft Management Report through August 08**

Income: \$1,934,349

(\$20,000 from Anne Williams reallocated to Long Range Capital)

Expenses: \$1,065,453

Net Surplus: \$848,896

YTD \$21,444 has been spent on capital items vs. \$47,617 last year

General Operating Fund: \$165,910.69

Long Range Capital: \$5,459.31

Monthly Warrant for August: \$171,370.00

The treasurer's report was approved and the warrant as delivered.

Director's report: Nancy Chuya has been hired as a Part-Time Circulation Clerk. The library had it's Annual Fire Inspection and as a result several new electrical outlets and switches will be installed. We are getting estimates for emergency lights. The drain in the north stairwell has been blocked and needs repairing. A dry well is needed. We are getting a quote on hurricane fabric to use instead of plywood for storm protection. A stronger wireless antenna has been ordered which will improve the reception in and around the library. The newest addition to our on-line databases is called Mango Languages which has classes both in learning foreign languages and learning English. The classes are interactive with audio recordings of each language.

Copies of the East Hampton Library Investment Policy and Purchasing Policy were handed out to the board. Guild Hall has a vertical file of local artists containing letters, slides, etc which they want to give to the library. The material could be scanned and put on an on-line database. We are negotiating with Guild Hall and Southampton to spread out the work of digitizing the collection. A committee was formed

to help oversee the project. The committee consists of Ann Chapman, Diana Dayton, Stuart Epstein, Patti Ferrin, Isabel Furlaud, Gail Parker and Janet Ross.

Fund Raising: Sheila Rogers reported that we are \$25,000 to \$30,000 ahead of last year. We need to increase the number of underwriters and sponsorships for next years' fund raisers .Mailings will be sent out in September and e-mails to people who have not responded to the last appeal. We need to raise \$152,000. The same businesses as last year will be contacted again for pages in the 2009 calendar.

Capital Campaign: Bruce Collins reported on the latest bill from Essecks, Hefter and Angel, which amounted to \$15,718.55. A motion was passed to approve this bill.

The board went into executive session at 4:45 p.m.and returned to the regular meeting at 5:25 p.m. and was adjourned at that time.

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

Barbara H. Scheerer, Secretary

2008, OCTOBER 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: Chapman, Collins, Davison, Dayton, Epstein, Fabiszak, Hitchcock, Hunting, Johnson, Kelleher, Lebwith, Livera, Niggles, Parker, Rogers, Scheerer, Soriano and Twomey. Absent: Carey, Cromack, Ferrin, Furlaud, Kennedy, Ross and Soriano.

The minutes were accepted as read.

Treasurer' report:

YTD September 2008

Total Revenue	\$1,961,730
	(minus \$500K) Ross Gift
	\$1,461,730
Total Expenses	\$1,180,299
Surplus	\$781,431
w/o Ross	\$281,431
less	\$20.250 Bequest
Net Operating	\$761,181

Capital Expenditures YTD are \$24,188(barely changed from last month)

Warrant for September

Operating	\$116,570.74
Long Range Capital	\$4,736.33

Total Monthly Disbursements \$121,307.07

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

Director's report: We have begun a large on-line campaign to encourage people to give donations. Annual employee evaluations are being done with one-on one meetings and will be completed by the middle of November. Joyce Fholr is resigning after 19 years and a small party will be given for her. Two part-time people may be hired to replace her. Arleen West and the staff are working on a new website for the library with new software which the staff will learn as they proceed.

House and Grounds: Bruce Collins reported that the tiles in the bathroom in the Cloister have been repaired and extra plugs have been put in the Children's Room at the request of the Fire Marshall. The lock on the back door has been changed and dead bolts will be put in.

Book Sale: Jack Kelleher reported that there is a lot of work to be done with sorting and shelving. Board members should sign up for time when they could help with this. Debby Walters has done a wonderful job in alphabetizing the books and will get some form of recognition for her volunteer hard work. Howard Lebwith made quite a few trips to the dump with discards.

Business and Finance: Stuart Epstein reported that the committee is working on the Investment Policy . Charlie Soriano is helping with this. A motion was passed to accept the Purchasing Policy and forward it to the auditors.

Library Society: Some contributions have come in (mostly \$100 donations) and larger donations will hopefully be coming towards the end of the year. The calendar, which usually brings in \$18,000, is not quite filled up yet.

Long Island Collection: Ann Chapman reported that 7 historic deeds from 1700, that were originally posted on Ebay for \$800-\$1,000 per item, were purchased for a total of \$3,500 after negotiations with the seller. The deeds are now being scanned and a press release will be sent to the local papers as soon as they are received.

Personel: Chuck Hitchcock is revising the Personel Policy.

Special Events: Howard Lebwith wants to revive the Poetry Contest and is looking for a judge. Events for the summer are also being planned.

The board went into executive session at 4:15 p.m.

The board returned to the regular business meeting at 5: 10 p.m. where the meeting was adjourned.

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

Barbara H. Scheerer, Secretary

2008, NOVEMBER 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: Carey, Chapman, Collins, Cromack, Davison, Dayton, Epstein, Fabiszak, Ferrin, Hitchcock, Hunting, Kelleher, Lebwith, Livera, Niggles, Parker, Rogers, Ross, Scheerer and Twomey. Absent: Dayton, Furlaud, Johnson, and Soriano.

A motion was passed unanimously to adopt the following resolution:

BE IT RESOLVED, that the board hereby restricts the generous \$500,000 gift received from the J & AR Foundation dated May 15, 2008 for the purposes and according to the wishes set forth in the letter dated November 20, 2008 from Janet Ross addressed to the members of the Board and be it further

RESOLVED, that the Board hereby expresses its deepest gratitude to Janet Ross and her late husband, Arthur, for their kind and generous support of the East Hampton Library in so many different ways over many years.

The letter from Janet, dated November 20, is attached to these minutes.

President's report: Dennis has not taken any time off yet and requests that we forward not only the 15 days he is allowed to take off but 14 more into 2009. It was recommended that we forward the additional days but we request that he use these days in the first quarter of 2009. A motion was made and agreed upon.

Sara's draft management through October is as follows:

Total Revenue	\$1,994,002
Total Expenses	\$1,362,704
Surplus	\$63,298
Less \$20k bequest transfer to Long Term Capital	
Operating Surplus	\$611,048

Warrant for Oct.

Operating \$185,464.60

Other Funds \$29,047.49

Total Disbursements \$214,512.49A

A motion was passed to accept the Draft Management Report and the Warrant.

Business Committee: Stuart Epstein reported that the committee has worked very hard working on the budget for 2009. We will not ask for money from the School District this year. Salaries are slightly up and we are having a hiring freeze. Joyce Flohr, who is retiring, and also a parttime worker will not be replaced. We have a total of 22 employees with 13 as full time workers. Funds will be transferred from the Whipple bequest, the Barak bequest and the Long Island Collection for operating expenses and books, videos and DVDs. We are hoping for an underwriter for digitizing the Long Island Collection and hope that we don't have to use funds from there. The budget will be voted on at the December meeting.

Building and Grounds: Bruce reported that dead bolts have been installed in the Childrens' Room and chimney pipes in the furnace have been replaced. A motion was passed to accept a bid from Griffiths Cleaners for \$4,200 to clean the carpets and floors which was \$1,700 less than the other bids. A motion was passed to pay the bill from Essecks, Hefter and Angel for \$2,372.40.

A fire alarm went off at the library at 5:45 pm last week and the smoke alarm couldn't be found. Dennis finally found it under the board room where there is a trap door. It had to be replaced and a lock box will be installed outside with a key to the library.

Childrens' Room: Lisa Houston informed the board about a reading competition sponsored by SCLS for grades 9 – 12 which will start in January. They will read 3 novels and meet every week. The teams have uniforms and are very enthusiastic about winning.

A motion was passed to accept the SCLS budget of \$22,950. SCLS is now paying for Tutor.com which saves us \$1,200 and helps students from 3rd grade through the first year of college.

Director's report: Dennis attended the New York Library Association Conference from November 5-7. He has been elected the Chair of the Strategic Planning Committee of the Partnership of Automated Libraries in Suffolk.

Library Society: We have raised \$260,000 but need \$53,000 more. A free page in the calendar was given to the owner of Amagansett Wines and Liquors as he has always donated to different organizations.

Personnel: A motion was made to accept Chuck Hitchcock's report. All personnel are recommended for salary increases and the salaries are now competitive with other libraries in Suffolk.

Special Events: The Poetry Contest is being revived with \$100 going to the winner. Letters are being sent to the schools and e-mails to patrons. John Meechum, the author of "The Wildness of our President" which is about Andrew Jackson has been contacted as a speaker for a summer event.

The board went into executive session at 5:15 and returned to the business meeting at 5:40 where the meeting was adjourned at that time.

The next meeting will be held on Friday, December 19th.

Barbara H. Scheerer, Secretary

JANET C. ROSS
19 East 72nd Street, #3D
New York, NY 10021

Mr. Tom Twomey, Chairman
Ms. Doreen Niggles, President
Ms. Sara Davison, Treasurer
East Hampton Library
159 Main Street
East Hampton, NY 11937

20 November 2008

Dear Tom, Doreen and Sara,

In respect of the \$500,000 gift made to the East Hampton Library on 15 May 2008, my recommendation is that it be used primarily as an Endowment to cover the repairs and maintenance of the Library. A reasonable percentage of principal may be withdrawn each year to cover expenses. The remaining principal in the Endowment should be allowed to accrue interest in good times and be held in a safe place when the investment climate is bad.

In the case of an emergency, the Board can decide to withdraw from the principal when needed for as long as the Endowment lasts.

The goal of having such an endowment should be kept in mind.

Sincerely,

A handwritten signature in dark ink, appearing to read "Janet C. Ross". The signature is fluid and cursive, with a large loop at the end of the last name.

JCR:pf