

2010, JANUARY 15, 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: Carey, Chapman, Collins, Cromack, Deichert, Epstein, Fabiszak, Ferrin, Furlaud, Hitchcock, Hunting, Kelleher, Kennedy, Livera, Niggles, Parker, Rogers, Ross, Scheerer, Soriano and Twomey. Gina Piastuck, the Head of the Long Island Collection was also present. Absent: Davison, Johnson and Lebwith.

There were two announcements: This was our first time using video conferencing in the board room at our regular monthly meeting and Ellen Cromack, Diana Deichert, Isabel Furlaud and Kristine Kennedy took advantage of this in order to be present on screen and therefore able to vote. The second announcement was that Town Supervisor Bill Wilkinson was present as ex-officia on the board.

The minutes were accepted with two corrections. Liz Cary's last name is spelled Carey and Diana (Dayton) Deichert was absent at the December meeting.

President's report: Doreen thanked all the board members for contributing to the Christmas Party and stated that there were many letters of appreciation from the staff for their Christmas Bonuses. She introduced all the board members to Supervisor Wilkinson and had them each give a brief description of their duties on the board.

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

December YTD revenue	\$1,698,966
December YTD expenses	\$1620,775
Net surplus	\$78,191
Transfer from Burack	\$20,000
Transfer from Whipple	\$30,000
Transfers to Long Range	\$50,250
Net Operating	\$77,941
Capital Expenditures	\$34,536

Warrant:

December Operating Disbursements	\$122,184.43
December Total Disbursements	\$122,784.43

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

A motion was passed to adopt the budget for 2011, which had been presented to the Board , and Tom thanked the Business Committee, Dennis and Allen for their hard work in preparing it.

A motion was passed to authorize Dennis to notify the School Districts about a vote on the Library Budget for 2011 on April 17<sup>th</sup> at the Library in the Childrens' Wing.

Building and Grounds: Bruce Collins reported that the new boiler has been installed, at a cost of \$6,800, and is working.He presented a list of bills from vendors relating to the Childrens's Wing,including a bill from Robert A. Stern for \$2,179.26. This came to a total of \$4,892.75 and a motion was passed to pay these bills. We need some repair work done on certain windows and roof tiles.

Library Society: We have a \$34,70 budget surplus with 26 additional donors as a result of mailings and on-line giving. We need new names for our appeal list.

Director's report: Suzanne Setter, who has been recently hired in the Long Island Room, is cataloguing the Sherrill Foster Collection and Steve Boehner is going through the Long Iland Collection item by item of all books and materials. A group of 7<sup>th</sup> grade students were brought from Springs to the Long Island Room by their teacher to learn to how to research the Collection. Suzanne helped Gina make sure that they wore white gloves when handling the materials. They wrote thank you notes for their library experience. The staff helped with the snow problems and Kathleen Gomez and Gus have been very helpful in translating for our patrons. Dennis met with Fred Thiele to discuss a bill which has been proposed in Albany which would force libraries in New York State to itemize every item in their collection. They are hoping this bill will be cancelled. Interlibrary loans are up 63% and Suffolk Wave is up 40%. We will be installing two tall LCD display screens, one in the front lobby and one in the Bendheim Room, which will have a VCR and a video player which can be used for board meetings. There is a Spanish version of the On Line Catalogue now. The Springs Library Committee has installed the internet at the library there and is trying out different programs. They also would like to expand the hours for interlibrary loans.

The board went into executive session at 5:12 p.m.to discuss judiciary matters and returned to the regular meeting at 5:50 p.m. when it was adjourned.

There will be no meeting in February and the next meeting will be held on March 19 at 4:00 p.m. at the library.

Barbara H. Scheerer, Secretary

2010, MARCH 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: Collins, Davison, Deichert, Epstein, Fabiszak, Furlaud, Hunting, Livera, Niggles, Parker, Scheerer, Soriano and Twomey. Alexandra Giambruno, Steve Spataro and Arlene West, staff members, were also present. Absent: Carey, Chapman, Cromack, Ferrin, Hitchcock, Johnson, Kelleher Kennedy, Lebwith, Rogers and Ross.

Announcements: The New York State Library Board Trustee Institute will meet for the first time on Long Island. The meeting will take place in Suffolk County starting on April 30<sup>th</sup> and will involve three days of training, discussion groups and informational programs for Library Trustees who are able to attend. We will be receiving a new Trustee Handbook edited by Gerry Nichols.

Treasurer's report:

January Operating disb.	\$122,202.28
Jan. other disb.	\$6,529.45
Total Jan. disb.	\$128,731.73
Feb. Op disb.	\$123,507.95
Feb. other disb.	\$0.00
Total Feb.	\$123,507.95

Director's report: Alexandra reported that some childrens' programs are being held at Ashwaugh Hall to make it easier for the parents who live in Springs.

The 2<sup>nd</sup> annual Spanish childrens party, El Dia de los ninos/el dia de los libros, will be held this spring at the library and bi-lingual story times have begun.

Steve Spataro reported that he is holding 2 adult computer classes in Springs and 3 fiilms from Warner Archives will be shown on April 12<sup>th</sup>, the 13<sup>th</sup> and the 17<sup>th</sup> at the library as part of a program with high school students.

Arleen West demonstrated the new larger video screen in the board room and the screens placed around the library to inform the patrons. The Poetry Contest is receiving entrees by e-mail.

The 2009 Annual Report for Public and Association Libraries must be approved by the board by the end of the month. Our library is not in compliance with New York State laws for libraries because of the lack

of wheel-chair access to the Agnes Day Room. Inter library loans have quadrupled this year with only one person to handle the increase. Dennis went to Albany March 1<sup>st</sup> with other Library Directors to discuss the 2010 budget and other matters. They hope that a bill allowing libraries to regional bidding for services and materials will be approved. They also hope that the legislators will support a bill that would allow association libraries to join the New York State Retirement System.

Karen Bjerring was hired as a Part Time Computer Technician to replace Gus who has resigned.

Library Society: We have received \$42,579 this year so far which is double the amount received last year at this time.

These approved Resolutions were passed by the executive committee:

A motion to accept the January minutes.

A motion to accept the treasurer's reports and the Warrants for January and February.

A motion to authorize Dennis to file the 2009 Annual Report for Public and Association Libraries.

These resolutions will be ratified by the board at the April regular meeting.

The meeting was adjourned at 5:54 p.m.

Barbara H. Scheerer, Secretary

2010, APRIL 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: Carey, Collins, Cromack, Davison, Deichert, Fabiszak, Ferrin, Hitchcock, Kennedy, Livera, Niggles, Parker, Rogers, Ross, Scheerer and Twomey. Absent: Chapman, Epstein, Furlaud, Hunting, Johnson, Kelleher, Lebwith, and Soriano.

Announcements: Gina Piastuck, the head of The Long Island Collection, announced that there will be a lecture at Clinton Academy on Friday, April 30<sup>th</sup> at 7 p.m. sponsored by the Historical Society. It is about Wayne Ross Tooker, a famous local historian and his collection of glass slide negatives which will be shown there and that he would like digitized.

A motion was passed to accept the March minutes and the ratification of the resolutions passed by the executive committee at the March meeting.

President's report: The nominating committee met on February 12, 2010 and has made the following recommendations:

Nominate: Class of 2014

Bruce Collins  
Don Hunting  
Liz Doyle Carey  
Chuck Hitchcock  
Gail Parker  
Jack Kelleher

Nominees for class of 2014

- Nathalie Kaplan
- Debra Walters
- Lorna Dreher

Executive Officers

Chairman of the Board: Tom Twomey  
President: Doreen A. Niggles  
Executive Vice-President: Bruce Collins  
First Vice-President: Don Hunting  
Second Vice-President: Stuart Epstein  
Treasurer: Patti Ferrin  
Assistant Treasurer: Charlie Soriano  
Recording Secretary: Bobbie Scheerer  
Corresponding Secretary: Kristine Kennedy

Formation of a Junior Committee-  
Library Society: We have received \$50,000 towards our goal and a \$5,000 grant for security bracelets. There is a long list of authors and a wish list of ways to improve Author's Night. A special appeal was sent out to people who had not responded to our appeal in the last few years and 50 people renewed their membership.

Treasurer's report: Draft Management Report

Revenue through March 2010	\$784,992
Total Expenses through March	\$342,933
Surplus	\$442,059
Plus Transfer in from LI Collection	\$1,000
Less Transfer to Long Range Capital	\$25,000
<b>Net Operating Surplus</b>	<b>\$417,839</b>

Warrant for March

Operating Expenses	\$124,607.21
Other disbursements (Long Range Capital Survey)	\$250
<u>Total</u>	<u>\$124,857.21</u>

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

Director's report: A motion was passed to adopt the Proposed Amendment to the Suffolk Cooperative Library System Resource Sharing Code of January 27, 2010.

Emma Green has been hired as a Part-Time computer Technician and clerk to Arleen. She will keep our computers updated and help with the cash registers on Authors' Night.

There will be a Childrens' Program on Saturday at 11:30a.m.sponsored with ARF with the author of a book"The Missing Puppy" .

We now have an account with Better World Books who can help sell our unwanted books for us.They will send us boxes for us to fill and mail us checks as the books sell. They mostly like obscure and non-fiction books.We can type in ISBN numbers for books that we want to sell.

We are cancelling our video service and setting up two new services. One will allow texting to the reference librarian with questions that they want answered. The other will allow patrons to use the phone to get the number of a book and the staff can send chat to Dennis.

The Poetry Contest has 150 entrees but we need a judge.

House and Grounds: Bruce Collins presented the bill from William Esseks for \$25,000 and a motion was passed to pay it.

The next meeting will be held on May 21 at 4:00 p.m.

The board retired at 4: 45 for a discussion of judiciary matters and then adjourned at 5:15 p.m.

Barbara H. Scheerer, Secretary

2010, MAY 21, 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: Carey, Chapman, Collins, Davison, Deichert, Epstein, Fabiszak, Furlaud, Hitchcock, Hunting, Kelleher, Livera, Niggles, Ross, Scheerer, Soriano and Twomey. Robert J. Siegel, an attorney for the residual estate of the late Lee K. Bendheim, was also present. Absent: Cromack, Ferrin, Johnson, Kennedy, Lebwith, Parker and Rogers.

Mr. Siegel presented a check for \$250,000 to the library which had been pledged by Franklyn C. Von Wiskow, who had inherited Mr. Bendheim's estate, in return for the permanent creation of the Lee K. Bendheim Room which would be identified by proper signage. He also read a letter from Mr. Von Wiskow reminding the board that the funds were to be used only for the purchase of books and multi-media items in the fields of Art, Music and Reference and not for any creation or maintenance of any physical facility.

The minutes were accepted as corrected.

President's Report: the Nominating Committee met on February 12<sup>th</sup> and recommended the following candidates for the class of 2014:

Bruce Collins  
Don Hunting  
Liz Doyle Carey  
Chuck Hitchcock  
Gail Parker  
Jack Kelleher  
Nathalie Kaplan  
Debra Walter  
Lorna Dreher

Executive Officers:

Chairman of the Board:	Tom Twomey
President:	Doreen Niggles
Executive Vice-President:	Bruce Collins
First Vice-President:	Don Hunting
Second Vice-President:	Stuart Epstein
Treasurer:	Patti Ferrin
Assistant Treasurer:	Charles Soriano
Recording Secretary:	Bobbie Scheerer
Corresponding Secretary:	Christine Kennedy

A motion was passed to approve the members of the class of 2014.

A motion was passed to approve the Executive Officers for 2010 – 2011.

Treasurer's Report: Sara was thanked for her job as Treasurer and she thanked Dennis and Allen Livera for their invaluable assistance. Patti Ferrin will take her place in June , 2010, and Sara will continue on the board in another capacity.

Sara's Report is as follows:

Period	YTD as of 4-30-10
Total Revenue	\$799,037.00
Total Expenses	\$512,444.00
Surplus	\$286,593.00
Net Transfers	- \$24,220.00
Net Surplus	\$262,373.00

Warrant:

Operating Disbursements:	\$214,819.77
Other Disbursements:	\$31,087.07
Total Disbursements:	\$245,906.84

A motion was passed to approve both the Treasurer's Report and the Warrant.

Director's Report: Kathleen Gomez has resigned and Brain Matos has been hired as a part-time page. Dennis has been working with Bruce and Ben Krupinski and some gutters and roof tiles need replacing. The new larger bench has arrived for the Robert's Terrace and the plaque with Kate Cameron's name on it has been installed. The East Hampton Garden Club will be using the Terrace for their Zone Meeting and will lead a tour of the Horticulture Room. The Highway Department has graded the front area of the library and smoothed out the sidewalk so people don't trip. They also reseeded the grass. A new Trustee Handbook was handed out to the board from the New York State Library Board Trustee Institute which was held in Suffolk County for the first time. The Reading Clubs have started and students doing Community Service are scanning the Artists Data Base from Guild Hall. The Poetry Contest was held with most of the entries being from the Middle School. Prizes were given out.

A motion was made and passed to go into Executive Session to discuss judicial matters at 4:37 p.m. and the board returned at 4:50 p.m. for adjournment.

The next meeting will be held on Friday, June 18th at 4:00 p.m.  
Barbara H. Scheerer, Secretary



2010, JUNE 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, Davison, Deichert, Dreher, Epstein, Fabiszak, Ferrin, Hitchcock, Hunting, Kaplan, Kelleher, Kennedy, Livera, Niggles, Parker, Rogers, Scheerer, Twomey and Walters. Absent: Collins, Cromack, Furlaud, Johnson, Lebwith, Ross and Soriano.

The board members were asked to stand and repeat the Oath of Office and sign the Conflict of Interest Policy.

A motion was passed to approve the List of Committees.

A motion was passed to approve the May, 2010 minutes.

Treasurer' Report: June 19, 2010 through May, 2010:

Total Revenue	\$824,601
Total Expenses	\$698,211
Subtotal Surplus	\$126,390
Minus Transfer of	\$26,220
Net Operating	\$102,170

Warrant for May, 2010

\$214,077.56

A motion was passed to approve the Treasurer's Report and the Warrant.

A motion was passed to approve the proposed change to our Investment Policy made on June 18, 2010.

The change is as follows:

**X1. Investments Allocations**

The Investment Manager will be permitted to invest the Library's fund in any of the following asset categories as long as (a) no one asset class exceeds 60 %; and (b) no one position (i.e., a stock or bond) exceeds 6% on a consolidated basis:

- Stocks ( securities)
- Corporate and Government Bonds
- Certificates of Deposit

## Treasury Bills

Cash and cash instruments (i.e., money market funds)

Other types of investments, including but not limited to, holding or accepting physical delivery of, individual commodities, Real Estate Investment Trusts, short sales, margin sales, derivatives, auction rate securities, options and other forms of securitized instruments shall not be acceptable investments.

Taxpayer monies shall not be invested in anything other than cash or cash equivalents.

Proposed Resolution: A motion was passed to rescind the Board's resolution of November 22, 2002, "...to extend health benefits to Dorothy King indefinitely." and any other resolution that may be found referring to post-retirement health benefits for employees of the Library.

A motion was passed to reimburse Dorothy King and Joyce Flohr's Medicare Part B premiums and absorb the premium for their supplemental (to Medicare) coverage under the Library's health insurance policy, for the calendar year 2010, retroactive to January 1, 2010.

Authors' Night: Sheila Rogers reported that this will be our 6<sup>th</sup> Authors' Night and that we have 26 dinner parties. The invitations will go out next week and we have raised prices by \$25. We are hiring bartenders and servers. Chicos is sponsoring us this year and donating handbags.

Childrens Fair: Appeal letters have gone out. There will be a Ralph Lauren booth and kittens as added attractions.

Childrens' Room: Alexandra reported on the Summer Reading Program for Grades 2 through 5. There will be prizes for the most books read. She has talked to students at the John Marshall School and the Springs School. The Battle of the Books will be held again and there are 15 students involved this year from grade 6 through grade 8 who will compete against other libraries.

Personnel: Brian Matos has resigned. We won't hire summer help this year. The outside water faucet has been fixed so that the Grade Lee Roberts Garden can be watered. A quote was received of \$2,600 to put new plastic under the Long Island Collection. The library has been open from 7 to 9 p.m. for children studying for exams and Starbucks has been donating coffee and snacks. Dennis has not been happy with our present cleaning company and would like to hire staff members for additional cleaning work. A motion was passed to have him contract with personnel to do this work. SCLS has created a new virtual site "Live-brary" which will be shared by all libraries and there will also be a U Tube Account for all libraries.

The date for the next meeting has been changed to July 23 at 4:00 p.m.

A motion was passed to adjourn the meeting at 5:15 p.m.

Barbara H. Scheerer, Secretary



2010, JULY 23, 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, Dreher, Epstein, Fabiszak, Ferrin, Furlaud, Hitchcock, Hunting, Kaplan, Kennedy, Lebwith, Livera, Parker, Rogers, Scheerer, Soriano, Twomey and Walters. Absent: Carey, Deichert, Johnson, Kelleher and Niggles.

The minutes were accepted as read.

Treasurer's report: Patti Ferrins' report is as follows:

	YTD as of
Period	6-30-10
Total Revenue	\$1,339,359.00
Total Expenses	\$832,183.00
Surplus	\$507,176.00
Net Transfers	-\$24,220.00
Net Surplus	\$482,956.00

Warrant

Operating Disbursements	\$135,493.07
Other Disbursements	\$2,950.27
Total disbursements	\$138,443.34

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

Business Committee: Don Hunting presented the audited financial report for 2009 and a motion was passed to adopt it.

Authors' Night: Sheila reported that 70% of the tickets have been sold and there are 25 dinner parties. There are 157 authors, with a waiting list. Chico's is donating bags for patrons who buy \$100 worth of books and the event will be featured in Hampton Magazine. Sheila and Doreen did a great job in designing the elegant invitations.

Childrens' Fair: Lorna Dreher reported on the many activities at the Fair which will include a magician, the Candy Store, Ralph Lauren Booth and back packs which will be given away.

Director's report: Ben Krupinski has made some needed repairs at the back of the building. We are asking the town to supply buses to bring seniors from Springs to scheduled programs for them at the library. We have donated books to the senior citizen center.

A motion was passed at 4:30 to go into executive session to discuss judicial matters.

The board returned to the regular meeting at 5:15.

The chair reported that the board in executive session adopted a Resolution ratifying the prior action of the Executive Committee which adopted the following two resolutions:

1. RESOLVED that the Executive Committee authorizes our attorney to advise the Attorney for the ZBA that the library would not object to the following conditions of approval of the Children's Wing application:

- a. That the library convey to the Village, without consideration, a Conservation Easement on the Osborne Memorial Green which would forever bar further construction on the remainder of the land gifted in 1943.
- b. That the library reduce the capacity of the basement lecture room to 55 persons.
- c. That the library reduce the size of the building by 500 feet to a total of 6,302 feet.

2. RESOLVED that, in the event the application for the Children's Wing is denied by the ZBA, the Executive Committee hereby directs the Library Director to schedule a public referendum of library patrons eligible to vote in the Library District on the following question at the earliest possible date:

"Do you favor the construction of the proposed Children's Wing at the East Hampton Library consisting of 6,802 square feet with 3,545 square feet on the first floor and the balance in the basement, which includes increasing the capacity of the existing Lecture Room from 45 seats to 60 seats, the installation of an elevator for handicap access to the Lecture Room, and constructing 16 additional parking spaces to the existing parking lot leaving 85% of the existing open space around the library preserved, all of which will be built with private donations and not taxpayer dollars?"

and

BE IT FURTHER RESOLVED that, in the event the ZBA denies the application, the library authorizes the law firm of Esseks, Hefter & Angel to commence an Article 78 proceeding subject to the outcome of the public referendum.

The Board adjourned for the day at 5:20PM.

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

Barbara H. Scheerer, Secretary

2010, AUGUST 20, REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HANPTON 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, Diechert, Epstein, Fabiszak, Furlaud, Hunting, Kaplan, Kennedy, Lebwith, Livera, Rogers, Ross, Scheerer, Twomey and Walters. Absent: Dreher, Ferrin, Hitchcock, Johnson, Kelleher, Niggles, Niggles, and Parker.

A motion was passed to approve the July, 2010 minutes.

The treasurer's report is as follows:

	YTD as of
Period	07/31/10
Total revenue	\$1,409,570.00
Total Expenses	\$959,996.00
Surplus	\$449,574.00
Net Transfers	-\$24,220.00
Net Surplus	\$425,354.00
Operating Disbursements	\$129,629.52
Other disbursements	\$6,464.95
Total Disbursements	\$136,094.47

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

Authors' Night: Sheila Rogers reported that the party was well attended with four dinners given by board members for 125 guests. Patti Kenner, who has always given \$5,000 for providing the tent and cocktail party food, did so again and was at the party from 4 p.m. on helping serve besides giving a dinner at her home. Dennis dealt with the 165 authors and arranged for the tent, with Diana and her husband arranging the tables. 29 cases of wine were donated by Race Lane Liquors and Belfast Brewery contributed beer. Doreen, before she left for Africa, had worked hard with Sheila and Debbie and the Authors' Night Committee on all the planning for the party.

Childrens' Fair: 2,500 people attended the Fair this year with 16 childrens' authors who had brought their books to sign for the children. There were tables set up for children to paint small birdhouses, paint pictures and other amusements. A great attraction was the group of kittens brought over from ARF for adoption. The food was in a separate tent, an idea suggested by Alexandra to relieve crowding in the main tent. There were a lot of young helpers, rounded up by Hollis Forbes, who assisted with the craft and game tables.

Director's report: The cesspool needs servicing and there were wasps in the Long Island Room. KarenLise Bjerring has resigned and Emma Green, who has been very helpful with computer work, will take over her duties, adding them to her own so no replacement will be needed.

The Battle of the Books took place for the 3<sup>rd</sup> year for 7<sup>th</sup> and 8<sup>th</sup> grades. There were 18 students participating who had to read 8 books and then answer trivia questions about each book. Our students came in 4<sup>th</sup> and were taken out to dinner with their parents afterwards. Starting September 21<sup>st</sup>, Live-Brary will be linking to Face Book and Twitter, which will allow us to advertise to newspapers and the general public.

Special Events: Frances Barlow, a member of the East Hampton Garden Club and a generous contributor to the library is sponsoring Bill Bowers, a famous mime, in a fund-raiser for Urban Stages called "Mime over Matter". It will be presented on August 28<sup>th</sup> in the Agnes Day Room or outside.

A motion was passed for the board to go into executive session at 4:35 p.m. to discuss judicial matters. The board returned to the regular meeting at 5:20 when the meeting was adjourned.

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

Barbara H. Scheerer, Secretary

2010, SEPTEMBER 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:p.m. Present: Chapman, COLLINS, Davison, Deichert, Dreher, Fabiszak, Furlaud, Hitchcock, Hunting, Livera, Parker, Rogers, Scheerer, Twomey and Walters. Carey,Kaplan and Ross were on the conference phone. Emma Greene, a staff member, was also present. Absent: Cromack, Epstein, Ferrin, Johnson, Kellerher, Kennedy, Lebwith, Niggles, Niggles and Soriano.

The minutes were accepted as read.

Treasurer's report: Patti Ferrin's report is as follows:

	YTD as of
Period	08/31/10
Total Revenue	\$1,531,330.00
Total Expenses	\$1,120,382.00
Surplus	\$410,948.00
Net Transfers	-\$24,220.00
Net Surplus	\$386,728.00
Operating Disbursements	\$170,368.22
Other Disbursements	\$170,368.22
Total Disbursements	\$188,082.81

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

Authors' Night: Sheila Rogers reported that \$187,000 has been counted so far from the proceeds with another \$13,000 coming in which will result in about \$200,000 exceeding our budget of \$137,000 set aside for the party. The Authors Night committee has met already to begin planning for next summer's event and has received 45 suggestions for improvements. Sheila expressed great gratitude to Dennis, Allen Livera, Arlene, and all the staff members for helping thing go so smoothly at the party. Diana Deichert and her husband were also especially helpful. Patti Kenner was again a very generous donor to the party with supplying the tent and cocktail food, plus giving a dinner at her home.

Childrens' Fair: The Fair brought in \$33,000 this year, up from \$30,000 last year. Liz Carey, Ellen Cromack, Nathalie Kaplen, Lorna Dreher and all their helpers deserved great praise. The Fair will be included in the New York State Report for Libraries as one of our free programs for children.

Book Sale: Gail Parker, who is now co-chairman of the committee with Debbie Walters, announced that there will be a book sale on October 30<sup>th</sup> with a Halloween theme, and one on December 4<sup>th</sup> for Christmas bargains. Most books at the sale will be \$1 except for specially priced ones. Debbie will sign board members up for a 2 hour shift on those Saturdays. We will need 3 people for each shift. A new sign will be placed outside and new signage downstairs. There will be timely press releases and a table in the lobby with an attendant to guide people to the sale downstairs. Donation boxes will be purchased; one will be placed at the book sales and the other by the free books outside Dennis's office. Monies received from scanned books and book sale books will be tracked.

Director's report: Emma Greene has been making signs and cataloguing authors and their books. Dennis is on the Construcion Grant Committee and \$870,000 has been set aside for construction. New York libraries can now use competitive local services, instead of state, and will join with other libraries for bids. SCLS has had budget cuts. There is a Trustee Workshop on October 9<sup>th</sup> at Belleport from 6:30 p.m. to 9 p.m. Anyone wishing to go should sign up with Dennis. Live-brary has started and there is an article about it in the East Hampton Press. Our circulation and interloan use is up, with two full time staff handling the interloans. Sharing with other libraries helps us to service our patrons. The telephone problem was temporarily fixed with a used part but we need a new telephone system. A pipe in the cess pool has been replaced in a way that will make access easier.

A resident of the Village, Mary Ella Moeller, asked to be heard and stated that there no absentee ballots at the referendum held at the library for a vote on the addition.

Business Committee: The business committee will meet next Wednesday.

The board went into executive session at 4:50 p.m. and returned at 5:07 where the meeting was adjourned.

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

Barbara H. Scheerer, Secretary

**2010, OCTOBER 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 4:00 p.m. A quorum was present.

A motion was passed to accept the minutes as read.

Treasurer's report: Patti Ferrin's report is as follows:

	YTD as of
Period	09/30/10
Total Revenue	\$1,547,302.00
Total Expenses	\$1,266,013.00
Surplus	\$281,289.00
Net Transfers	\$24,220.00
Net Surplus	\$257,069.09
Operating Disbursements	\$145,102.38
Other Disbursements	\$24,169.09
Total Disbursements	\$169,271.47

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

Tom proposed a change in the by-laws that would allow the library director to act as a non-voting officer and have the authority to execute documents approved by the board.

Sara pointed out that this will be especially beneficial since banks, etc. are often requiring multiple signatures. Don seconded the motion and the vote carried unanimously.

BE IT RESOLVED, that Article 4 of the Bylaws is hereby amended to add the Library Director as a non-voting officer for purposes of execution of documents authorized by the Board.

Long Island Collection: Ann and Dennis recently attended an auction at Swann Galleries in NYC and were the winning bidders on a whaling log of the bark *Iris* and a letter written by Samuel "Fishhook" Mulford. The total cost was \$17,800 and was purchased with the Long Island Collection's 350th fund. This fund was designated for preservation and special purchases. The Long Island Collection now has 52 whaling logs- one of the most important collections in the country. The whaling logs have been used for medical, scientific and genealogical research. Tom suggested a small reception to unveil the log and letter.

Library Society: Authors' Night: Sheila Rogers reported that money from Authors Night is still coming in and asked for the board's help in year-end fund raising. New donor names should be emailed to Sheila, Dennis and Doreen. Sheila also suggested sending personalized mailings which have proven successful in the past. Diana and Arleen West are working on the 2011 Library calendar.

Director's Report: Alexandra Giambruno and Lisa Houston reported on the "Battle of the Books". Our team of 12 teens competed against 38 other teams in Suffolk County and came in fourth place. The event took place at Stony Brook University. Lisa also reported on the success of the teen book & movie discussion club. Alexandra is working with the schools on a spelling bee and reported the summer reading program was up by 22% compared with last year.

Aida LLivipama has been hired as a second custodian replacing T.S. Home Maintenance. The contract has been terminated. A motion was made and carried to cover her salary with the remaining funds.

Dennis reported that the phone system is in need of replacement; he received 3 separate quotes and proposed DJJ Tech at a cost of \$14,495. The current 18 handsets will be kept (plus one added) and the Lower Level and Bendheim room will be newly wired for paging. At present announcements can not be heard in either location. The install will take approximately 2-3 weeks. This system can be managed by computer. A motion was made to move ahead subject to contract negotiations and not to exceed \$15,000. The vote carried unanimously.

Bruce received a quote of \$14,292.50 from Ben Krupinski to install storm windows in the main room facing Main Street. The quote includes installing 45 individual panes painted to match the existing windows. The new storms should greatly improve heating/cooling and protect the original windows. Isabel asked that the glass be hurricane-grade to protect against storm damage. Ann suggested we obtain a quote for all the windows in the Library particularly the Long Island Collection and then choose based on cost.

Dennis stated that there is a 6 week order time and the work will need to be scheduled around the weather. Isabel made a motion to go forward with the storms for the front as well as the Long Island Collection with an approximate budget of \$17,000 from the building fund. Ann seconded and the motion carried.

The board went into executive session at 5:03 p.m. and returned at 5:30. The chair reported that the following resolutions were adopted in executive session:

BE IT RESOLVED, that the Board authorizes the creation and execution of documents necessary to implement a 403(b) Supplemental Retirement Plan for the East Hampton Library according to the proposal dated September 21, 2010 from Omni Financial Group, Inc.

BE IT RESOLVED, that the Board authorizes a five-year contract with the Library Director according to the terms set forth in the in the letter agreement dated this date to be maintained in the personnel file of the library director.

BE IT RESOLVED, that the Board authorizes filing with the Village of East Hampton the Notice of Claim attached hereto and made part hereof and authorizes the Library Director to execute all necessary documents to effectuate same.

The meeting was thereafter adjourned.

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

Submitted by:

Diana D. Deichert

2010, NOVEMBER 19, MINUTES OF THE REGULAR MEETING OF THE BOARD 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: Cromack, Deichert, Epstein, Fabiszak, Ferrin, Hunting, Kaplan, Kelleher, Livera, Parker, Rogers, Scheerer, Twomey and Walters. Absent: Carey, Chapman, Collins, Dreher, Furlaud, Hitchcock, Johnson, Kennedy, Lebwith, Niggles, Ross and Sariano.

The meeting began with the director's report. Dennis announced that from now on, part-time staff who are normally scheduled to work on a day that falls on a holiday will be paid for the hours they would have worked. We will vote on the SCLS budget in December. There is a \$258 increase this year. They provide transportation of books back and forth between the association libraries in Suffolk County. The Media Room has been reorganized with doors being added to the bottem shelves for a neater appearance. The storm windows approved at the October meeting have been ordered. The library FaceBook page now has more than 1000 Friends following our updates and announcements. The telephone installation by DJJ Technologies has begun and precautions have been taken against traveling bedbugs from other libraries by installing some traps. There has been good coverage in the Star and the East Hampton Press about our purchase of whaling documents dated in the 1870s from 8 ships from Sag Harbor, all in great condition. They were purchased from an Auction House in New Jersey with money from our Centennial Celebration series. They all in great condition and Dennis is planning a small event for the board and a small group of interested people so that we can see these important historical documents.

The executive committee approved the October minutes as proposed and they will be voted upon at the next meeting as there was not a quorum.

Patti Ferrin's report is as follows:

	YTD as of
Period	10/31/10
Total Revenue	\$1,587,297.00
Total Expenses	\$1,449,718.00
Surplus	\$137,579.00
Net Transfers	-\$44,595.00
Net Surplus	\$92,984.00
Operating Disbursements	\$192,476.74
Other Disbursements	\$31,450.09
Total Disbursements	\$223,926.83

The executive committee accepted the treasurer's report and the Warrant and it will be voted upon at the next meeting.

Book Sale: Gail Parker reported that the book sale wasn't a great money maker, at \$1.00 per book, but it was good PR and we moved 700 books out to make room for new books. The next book sale on December 4<sup>th</sup> will feature the Authors' Night leftover books which will be bundled together in groups of five books for \$10.00.

Appeal: Sheila Rogers announced that mailings will go out at the end of the month. We need a few more businesses to contribute to the Calendar.

The next meeting will be held on Friday, December 17<sup>th</sup> at 3:30 p.m. in order to attend the Christmas Party.

The board retired into executive session at 4:55 p.m. and returned at 5:20 p.m. for the adjournment.

Barbara H. Scheerer, Secretary

2010, DECEMBER 17, MINUTES OF THE REGULAR MEETING OF THE BOARD OF MANAGERS OS 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, Dreher, Epstein, Fabiszak, Ferrin, Hitchcock, Hunting, Kennedy, Lebwith, Niggles, Rogers, Scheerer and Twomey. Absent: Carey, Deichert, Furlaud, Kaplan, Kelleher, Livera, Parker, Ross, Soriano and Walters.

The October minutes and the October treasurer's report which had been approved by the executive committee at the November meeting, as there was not a quorum, were ratified by the whole board. A motion was passed to approve the November minutes. A motion was also passed to approve the November treasurer's report and the Warrant.

President's report: Doreen thanked everyone for all their hard work while she was away. She has received a letter of resignation from the board from Barry Johnson, who offered to help out anytime we needed him for help at our special events. Liz Carey has also resigned due to difficulty in getting to the meetings. The calendars which were designed by Arleen, Sheila and Diana, have been sent out. Requests for donations to the Food Pantry have been posted in the lobby.

Book Sale: The book sale raised \$628 with \$39 received from donations to our donor jar.

Library Society: We received \$5000 from Sally Edwards and also money from the Coxe estate.

Director's report: Alexandra Giamb Bruno made all the arrangements with the Childrens' authors and their books at the summer Fair. She described the activities in the Childrens' room. There were parent child programs for toddlers and spelling bees, art and music programs for the older children. Lisa Houston held creative writing classes, music and art programs for the 10 -13 group.

The library received a gift of a whale tooth from Captain Bruce Robertson who had been walking his dog, Baxter, on an East Hampton beach and noticed that the dog had dug up something. He picked it up and recognized as a tooth from a sperm whale and immediately brought it to the library to give to the Long Island Collection. Gina Piastak made a motion, which was passed, to name the tooth Baxter and it will be displayed in the Long Island Room where it can be seen and touched by the children who come to learn about the whaling industry here.

Steven Spataro has been arranging for authors' talks at the library during January and combining with Guild Hall for free movies at 4:00 p.m. starting February 13<sup>th</sup>.

Debbie Donahue, who is in charge of Interlibrary Loans has reported that there have been more loans with fewer staff to handle them.

Arleen West has been working on our FaceBook page which now has 1,000 Friends following our updates and announcements. She has installed 11 new computers for the staff and is designing a new website for Authors' Night.

A motion was passed to accept the increase of \$258 for the SCLS budget .

A motion was passed to accept the amendments in the employees' retirement plan.

A motion was passed to accept the Business Committees' recommendation of a Christmas bonus of one week's salary for the staff.

A motion was passed to adopt the revised 2011 budget.

The Board passed a resolution to change the personnel manual to allow for part-time employees to be paid if a holiday falls on a holiday they are regularly scheduled to work.

The board left the Business meeting for a short executive meeting at 4:40 p.m. and returned for the adjournment of the regular meeting at 4:55 p.m.

The next meeting will be held on January 21<sup>st</sup> at 4:00 p.m. except for the Book Committee which will meet at 3:30 p.m.before the regular meeting.

There will be no meeting in February.

Barbara H.Scheerer, Secretary