

2017, November 10, REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD AT 4:00 PM AT THE LIBRARY.

The President of the Board, Sheila Rogers, called the meeting to order at 4:00 pm. Present: Chapman, Collins B, Davison, Deichert, Fabiszak, Mulligan, Rae and Rogers.

Absent: Akkad, Arandia, Collins E, Dreher, Druker (phone), Egen, Ferrin, Furlaud, Goren, Parker, Ross (phone), Schaeffer, Soriano, Talmage and Walter.

Since there was not a quorum, we will approve the October minutes at the December meeting.

Treasurer's Report: Jenny Mulligan gave the financial report. We will vote on the draft management report and the disbursements at the December meeting. The Library has a very comfortable net surplus at this time. Expenses have been kept under tight control and it was pointed out that the generous contributions from Authors Night enables and supports all the programming the Library does throughout the year.

YTD as of 10/31/17

Total Operating Revenue	\$2,436,439
Total Operating Expenses	\$1,979,649
Operating Surplus	\$ 456,790
Net Transfers	0
Net Surplus	\$ 456,790
Operating Disbursements	\$174,911.29
Other Disbursements	0
Total Disbursements	\$174,911.29

President's Report: Sheila Rogers reported that the year-end projection is \$~205,000 surplus. To prevent the contingency fund from growing too large, Dennis suggested setting up an Authors Night depreciation account to finance subsequent years. It was pointed out that many variables contribute to the success of Authors Night and there is no guarantee from year to year. As the staff have received holiday bonuses for over 10 years, it was agreed the bonuses should continue this year at one week pro-rated pay for a total of \$23,142. It was proposed that the bonuses be included in the budget next year. We will vote on the holiday bonuses at the December meeting. The Library's holiday party will be on December 8th at the home of Janet Ross at 5:30pm following the board meeting.

Tom Twomey Series: Chip Rae reported the committee met and has made terrific progress with six lectures set for May through October. The May, September and October lectures will occur on Saturdays and the June, July and August lectures on Thursdays at 6pm. The July lecture will include a garden tour on Sherrill Road.

Investment Committee: Jenny Mulligan confirmed the meeting with Atlantic Trust to review the investment policy on December 1st at 3pm. If unable to attend, questions may be sent to Jenny in advance.

Book Sales: Dennis Fabiszak reported that Debbie Walter and Gail Parker continue to sell books with a net of ~\$31,000. A large collection was recently received and sales are going very well.

Director's Report: Dennis Fabiszak addressed the Board on the following:

- Auction. Blanchard's Auction House will hold an auction on Saturday, November 11, 2017. Dennis will bid on the second lot of documents relevant to East Hampton.
- Panic Button App. SCLS has purchased a panic app for staff members as a free service. Installed on personal phones, staff will have the ability to notify other staff members and alert appropriate emergency responders in the event of an emergency. Testing is on-going.
- Statistics: More accurate people counters were installed last spring on the doors in the Red Room, Children's Room and near the Director's Office. The statistics show a 29% increase of visitors over last year. Though usage of the Library is very high, circulation is down 3%. By contrast circulation is down 8% throughout Suffolk County libraries. Digital content is being utilized and staff is delivering very cost-effective programming.
- Long Range Plan. Many of the 2017 goals have been accomplished.
- Courtyard. A sailmaker and awning company, William J. Mills of Greenport is sending estimates for a rectangular sail with a parabolic curve to cover the courtyard. The open design should not be affected by winds; snow and ice a hazard. The concept is for the sail to be used May-October and then stored for the winter. Permanent posts will need to be installed.

The next meeting is December 8, 2017 at 3:30pm. The meeting adjourned at 4:58.

Diana Deichert