

2018, April 20, 2018 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 4:04 pm. Present: Arandia, Collins B, Collins E, Fabiszak, Mulligan, Rae, Rogers, Schaeffer, Talmage and Walter.

Absent: Akkad (phone), Chapman, Davison, Deichert, Dreher, Druker (phone), Egen (phone), Ferrin, Furlaud, Goren (phone), Parker, Ross and Soriano.

Since there was no quorum, the minutes for January and March will be approved at the next meeting.

Treasurer's Report: Jenny Mulligan gave the financial report. The Library's year to date revenue is \$1,931,764 whereas the amount budgeted was \$1,963,058. One reason is that the Society membership donations are less. According to Dennis Fabiszak, when the Children's Room was being built and donations were being requested to fund the project, the Society Membership donation request mailing was dropped. Sheila Rogers recommended discussing Society Membership in the future as a possible fundraiser that does not require much manpower. Dennis added that other donations throughout the year will cover the amount not generated by the Society memberships. Sheila noted that there is \$13,000-\$14,000 owed from Author's Night and that money is being received from the calendar mailing. When reviewing the warrants, the payment to Suffolk Cooperative Library System (SCLS) was discussed. The amount of \$36,712.96 is the yearly payment which covers Overdrive e-readers, training, interlibrary loans six days a week, and special items available for loan such as portable miniature golf game and 3-D printers. According to Sheila, SCLS is worthy of a visit. Dennis added that he could organize a group trip for Board members if there is interest. Debbie Druker is interested in investigating items to borrow from SCLS for the Children's Fair.

YTD as of 03/31/2018

Total Operating Revenue	\$1,931,764
Total Operating Expenses	544,526
Operating Surplus	1,387,238
Net Transfers	0
Net Surplus	\$1,387,238
Operating Disbursements	\$208,912.75
Other Disbursements	717.48
Total Disbursements	\$209,630.23

President's Report: Nominating Committee. Sheila Rogers reported that the Nominating Committee met and is recommending that Rick Gilbert be nominated to be part of the Library Board for the class of 2022. Rick and his wife moved to East Hampton in 2016. Last year, Rick assisted with the Tom Twomey series, a kick off cocktail party for the Tom Twomey series and hosted an Authors Night dinner party. Throughout Rick's varied career, he has worked in the engineering and tech industries. Voting will take place next month.

Lorna Dreher (Class of 2018) is resigning from the Board for personal and professional reasons. In the past, Lorna was instrumental in planning the Children's Fair. If she qualifies, Lorna could be nominated to hold emeritus status.

Sheila reported that the expiring class of 2018 will become the new class of 2022 which includes the following members: José Arandia, Gail Parker, Debra Walter, Jenny Mulligan and Rick Gilbert.

The officers will remain the same: President-Sheila Rogers; Executive Vice President-Maureen Egen; First Vice President-Debra Walter; Second Vice President-Bruce Collins; Treasurer-Jenny Mulligan; Assistant Treasurer-Sara Davison; Recording Secretary-Ellen Collins; Corresponding Secretary-Gail Parker.

May Board Meeting. Dennis will not be able to attend. The draft budget will be presented by a business officer. Atlantic Trust will make a presentation at 3:00 pm before the regular meeting of the Board.

Tom Twomey Series: Chip Rae reported that the brochures are out and the website is up. The first event is Saturday, May 12: Jim Rutenberg, NYT Media columnist. Judith Hope has offered \$450 to cover the costs for prosecco to be served at receptions before events. Chip requested help from Board Members to volunteer to serve one hour before events.

Investment Committee: Jenny Mulligan reported the Committee has not met. The presentation by Atlantic Trust on May 18, 2018 will focus on market volatility and plans for reinvesting the bonds that are coming due.

Book Sales: Debbie Walter thanked Maureen Egen for helping to arrange the delivery of a large donation. One donation received included foreign language books. Through SCLS, Debbie was able to donate these books to another library with a large foreign language section. The cookbooks have been removed to make room for other books. New computers and an air purifier have been added to the room.

Director's Report: Dennis addressed the Board on the following topics.

- Lighting Project. The project costs are \$40,000. The equipment has been ordered and electricians are scheduled to begin installation on April 30, 2018. Some work will be done before hours.
- Shade Sail. The sail is arriving in May. To install, a tree was removed from the courtyard and the post hole will have to be hand dug. Dennis will notify the Garden Club about the changes.
- Young Adult (YA) Room Issues. In order to make the YA room a place for young adults only, a few changes will be made. During after school hours, staff will escort patrons to reach the lower level via the back stairs by Dennis' office. A self-checkout station will be available on the lower level. . A new mural will be installed and last year's mural will be returned to the High School. A double swing French door will be installed between the YA room and the computer lab outside the YA room. The door will reflect the design of the rooms on each side. A glass window on the top half of the door will allow visibility between both rooms. Dennis would like to move ahead with the computer lab and have it completed by Memorial Day. Cost is \$14129. The plan is to have nine student computers and one instructor computer. The computer lab will allow for advanced staff training as well as programs for the public.
- Coffee Service. Dennis plans to install Starbucks Serenade coffee machine on the circulation desk. Dennis believes that offering coffee to patrons is a service that will keep patrons at the Library. The Library plans to charge \$1.00/cup if providing own cup and \$1.50 if disposable cup is purchased. A travel cup with the Library logo could be created for purchase by patrons. To lease the machine, the cost is \$49/month. Dennis would like to start with this option and reassess costs after a few months. Purchase price for the machine is \$4800.
- Kanopy. Streaming movies are now available to patrons with a library card. Patrons may stream five movies/month. Cost to the Library is \$2.00/movie.
- Auction Items. Dennis spoke with the owner who purchased the The Mulford Documents the auction last fall. The owner has agreed to lend the documents to the Library for one month. Dennis would like to display the documents this summer. The owner is willing to lend the copy of the Declaration of Independence as well. If there is an opening ceremony planned, the owner would consider visiting East Hampton for the event. The Library would have to rent display cases, add extra security cameras and purchase an insurance rider. The Library can scan the documents for its own use but cannot put the scanned documents online as the owner

wants to preserve resale value. The Long Island Collection is still interested in acquiring the documents relating to East Hampton. Because the owner purchased the documents with a trust, she cannot donate the documents and is not sure that she sell the documents to the Library at a loss. The East Hampton Star has agreed to help publicize the display to help raise funds to purchase the East Hampton related documents. A GoFundMe page could also be created. The Montauk Lighthouse organization is still interested in contributing to the purchase because there is items relating to the Lighthouse.

- Long Island Collection (LIC) Item of the Week. The East Hampton Star would like to publish the LIC Item of the Week. Normally the Item of the Week is emailed to patrons on Mondays. When the Star publishes the Item of the Week, the email will be sent out on Fridays, the day after the Star is released.

The meeting was adjourned at 5:05 pm.

The next meeting is May 18, 2018 at 4:00.

Submitted by Ellen Collins