

December 14, 2018 REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD AT 3:30 PM AT THE LIBRARY.

Ann Chapman called the meeting of the Board of Managers to order at 3:31 pm.

Present: Chapman, Collins E, Davison, Deichert, Gilbert, Goren, Ferrin, Fabiszak, Parker, Rae, Schaeffer, Soriano, Talmage and Walter.

Absent: Akkad, Arandia, Druker, Egen (phone), Mulligan, Rogers and Ross (phone).

A motion to approve the minutes for October and November was made by Sarah Davison and seconded by Rick Gilbert —passed.

Treasurer's Report: Sara Davison gave the financial report. Sara reported that the East Hampton Library's expenses are very close to budget. The Library will end in the black for the year. Amber Talmage and Dennis Fabiszak were commended by the Board for their accurate accounting. A motion to approve the draft management report and disbursements for October was made by Debbie Walter and seconded by Gail Parker —passed. A motion to approve the draft management report and disbursements for November was made by Rick Gilbert and seconded by Brooke Goren — passed.

YTD as of 11/30/2018

Total Operating Revenue	\$2,548,745
Total Operating Expenses	2,392,475
Operating Surplus	156,270
Net Transfers	0
Net Surplus	\$156,270
Operating Disbursements	\$255,885.71
Other Disbursements	25,178.64
Total Disbursements	\$281,064.35

President's Report: Amber Talmage reported on the End of Year bonuses for the staff. As was discussed at the November meeting, the end of year surplus is used to pay for holiday bonuses for personnel. The normal amount of holiday bonus for each person is equivalent to the amount received for one week's salary. A motion to approve the staff bonuses was made by Rick Gilbert and seconded by Sara Davison—passed.

Tom Twomey Series: Chip Rae reported that the 2018 Series was very successful; seven events were held. The last event, Tom Twomey Lecture in Local History: The Gardiner Family Legacy received many positive reports. The LVIS would like to do a similar event in 2020. Judith Hope also sent a note of thanks. Chip suggested that the 2019 Tom Twomey Series be condensed to five blockbuster events. The themes would be architecture, media/entertainment, business world and gardening, Gail Parker recommended contacting an author to speak such as Walter Issacson or James Patterson. Ellen Collins recommended a talk on tiny houses.

Chip Rae announced that the Christmas party will be held at the Clinton Academy. Chip, Belinda and Rick Gilbert set up and decorated for the party.

Investment Committee: The portfolio is down due to the fluctuating market.

Book Sales: Debbie Walter reported the book room has been very profitable. Between 100 to 150 books were sold per week. Gail Parker reported that more inventory is needed. Gail recommended placing an ad in the paper to notify the public that the Library is accepting donations. Janet Ross asked if a portable scanner could be used to make house visits.

Directors Report: Dennis Fabiszak addressed the Board on the following topics:

- YA Battle of the Books. Lisa Michne, librarian in the YA room, gave a report on the Book Trivia Contest. During the summer, a Battle of the Books contest is held for middle school students. This fall, the Battle of the Books Advanced contest was held for high school students. Eleven high school students participated. The students read three books and met once a week to discuss trivia about the books to prepare for a contest against 13 other libraries. All teams read the same three books. Some of the other libraries that serve larger populations hold try outs for the team. The East Hampton Library's team made it to the final round and came in 4<sup>th</sup> place. The team also received the Most Spirited Award. Lisa noted that a mock competition held at John Jermain Library allowed new people to experience the format of the competition.
- SCLS Budget. Dennis asked that SLCS budget be approved for \$1,155. A motion to approve the budget was made by Rick Gilbert and seconded by Gail Parker—passed. Dennis reported that Joann Robatti is the trustee who has been nominated. Robatti previously worked at Shelter Island Library; she will represent libraries on the East End. As a show of support for Robatti's position, a motion to approve her nomination was made by Chip Rae and seconded by Gail Parker—passed.
- Public Policy Review. Dennis presented 4 public policies for review with recommendations for adjustments and changes in the policies. The public policies now read as follows:

**Personnel:** All Department Heads are included as Class A employees. Closing time on New Year's Eve is now at 1PM.

A motion was made to approve the changes made to Personnel policy was made by Rick Gilbert and seconded by Sara Davison—passed.

### **Wireless Network Policy - ~~Approved July 17, 2009~~ (draft 11/16/2016)**

The East Hampton Library provides wireless Internet access for laptop computers and other wireless devices.

Laptop computer users must be considerate of patrons nearby and refrain from excessive noise including the playing of music on the laptop without the use of headphones. Patrons not adhering to this policy may be asked to leave the Library.

The Library is not responsible for laptops left unattended.

The Library is not responsible for any damage that may occur to the laptop computer while connected to the wireless network. This includes, but is not limited to hardware, software or data loss due to power surges, power loss, service interruptions, computer viruses, spyware and any other type of computer malware.

The Library Staff will help with research assistance or connecting to the wireless network. ~~Library Staff are not available for troubleshooting problems of a patrons laptop or other wireless device.~~

~~There are no printers available for use with a patrons laptop computer or wireless device.~~

~~The Library does not filter the wireless network, which is available to anyone with a compatible laptop computer or wireless device, including children. Parents wishing filtered Internet access for their children should direct their children to use one of the Library's public access workstations or purchase filtering software for their child's device.~~

The Library wireless network blocks access to many websites which include Violence, Hate, Racism, Nudism & Pornography.

The wireless Internet is unsecured and open to everyone. The Library is not responsible for any financial loss that may occur while using the wireless Internet. This includes, but is not limited to, loss due to improper use of online financial tools, personal information intercepted while being transmitted and identity theft.

Users may not use the wireless network to:

- Make unauthorized entry into other computational, informational or communications services or resources.
- Distribute unsolicited advertising or SPAM.
- Invade the privacy of others.
- Engage in any activity that is harassing or defamatory.
- Use the Internet for any illegal activity, including violation of copyright or other rights of third parties, or in a manner inconsistent with the Library proper operation.

Users will refrain from displaying obscene materials. Obscene materials are considered anything that may be offensive to others as determined by the Library Staff. Patrons deemed in violation of this policy may be asked to leave the Library and/or have Library privileges suspended or revoked.

Violations of any policy contained herein may result in loss of access. Unlawful activities will be dealt with in an appropriate manner.

A motion was made to approve the changes made to Wireless Network Policy was made by Patti Ferrin and seconded by Brooke Goren—passed.

#### **Smoking . ~~Approved 1/21/2011~~ (draft 11/16/2018)**

No Library Employee or member of the public shall smoke ~~any tobacco~~ **any tobacco or vape any** product inside the East Hampton Library building, or in an outdoor area within 20 feet of an exit, entrance, or operable window of the East Hampton Library.

A motion was made to approve the changes made to Smoking Policy was made Rick Gilbert and seconded by Debbie Walter—passed.

#### **Direct Access Policy (Draft 11/16/2018)**

Library members in good standing from any of the other ~~55~~ Suffolk County libraries may borrow all materials from the East Hampton Library with the exception of items with a 3- day circulation period which includes new entertainment DVDs ~~and videos~~. Borrowed materials can be renewed according to our loan rules as long as there is no reserve for the item. ~~A Direct Access patron must have his/her library card with them in order to borrow materials.~~

A motion was made to approve the changes made to the Direct Access Policy was made Brooke Goren and seconded by Debbie Walter—passed.

- Baldwin Room Project. Dennis received the Building permit. Between Christmas and New Year, the electrical work will be done. Construction will begin January 2. It is estimated that the Baldwin Room will be under construction for 2-3 weeks. The prices for construction are coming in lower than what was expected.

Dennis also shared the following information.

Books. Color the Hamptons. Jake Rose, who attended Authors Night, created a new coloring book from his series, Color My Town, which include favorite area landmarks to color. The new book is titled Color the Hamptons which features is the East Hampton Library as one of the landmarks. The East Hampton Library picture was blown up and framed.



*Image copied from: Ron Rose@Ron Rose- instagram*

It were as Well to Please the Devil as Anger Him: Witchcraft in Founding Days of East Hampton. Loretta Orion's book about Goody Garlick was published by the Library. 100 books were printed at a cost of \$9.00. The books will be sold for \$20 each; profits will be given to the Long Island Collection. Hugh King will give a talk on the book on February 2.

Melissa Morgan. Dennis showed the Board the portrait of Melissa Morgan as a young girl. The portrait will be hung in the Library in recognition for her generous donation to the Library.

Maps. Two maps of Long Island were purchased from the Swan Gallery. The two framed maps are from 1641 and 1716. The Long Island Collection now has in its possession four maps dating from 1635-1716.

Sycamore Maple tree. A large sycamore maple tree at the side of the Library requires constant pruning because its proximity to the Library. Sara Davison noted that it is old but not fancy and is too large for the area. A motion was made to allow for the removal of the tree by Rick Gilbert and seconded by Sara Davison—passed.

A motion to adjourn the meeting at 4:50 pm was made by Chip Rae and seconded by Sara Davison—passed.

The next meeting is January 18, 2019 at 4:00.

Submitted by Ellen Collins