

October 19, 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 Regular meeting of the Board of Managers to order at 4:00 pm. Present: Chapman, Collins E, Davison, Deichert, Egen, Ferrin, Fabiszak, Gilbert, Parker, Rae, Rogers, Ross, Schaeffer, Talmage, Soriano and Walter.

Guest: Chris Corwin

Absent: Akkad (phone), Arandia, Druker (phone), Goren, Mulligan and Furlaud.

A motion to approve the minutes for September was made by Charlie Soriano and seconded by Maureen Egen —passed.

Treasurer's Report: Sarah Davison gave the financial report. Authors Night revenue is higher than what was expected. Society Membership revenue is lower since no mailing has been made; revenue from fines is less because the library has begun to automatically renew books. A motion to approve the draft management report and disbursements was made by Gail Parker and seconded by Maureen Egen —passed.

YTD as of 09/30/2018

Total Operating Revenue	\$2,489,510
Total Operating Expenses	1,932,506
Operating Surplus	557,004
Net Transfers	0
Net Surplus	\$ 557,004
Operating Disbursements	\$ 210,972.26
Other Disbursements	522.00
Total Disbursements	\$ 211,494.26

President's Report: December meeting and Holiday Party. Sheila Rogers reported that the December board meeting and holiday party will be held on December 14, a week earlier than originally scheduled. The Board meeting will be from 3:30-5:00 and the party will follow at 5:15-7:30 at the nearby Clinton Academy. Chip Rae made the arrangements with the Clinton Academy at an excellent price. Sarah Davison added that holding the Holiday party at the Clinton Academy fits in with one of the Long Range goals--fostering relationships with other local organizations.

Long Range Plan. The committee members of the Long Range Plan held a meeting before the Board meeting. Many of the long range goals have been met. The committee will gladly accept new ideas; send an email Sheila Rogers, Sarah Davison or Dennis Fabiszak. Sheila Rogers recommended that the Board watch *Ex Libris*, a documentary on Netflix about the NY Public Library which provides much food for thought.

Nominating Committee. Sheila Rogers requested that if any Board member knows a person who would be an asset to the Board to notify the nominating committee.

Board Committees. Sheila Rogers asked that Board members check the current list of committees. If interested in making any changes in committee membership, notify Sheila.

Tom Twomey Series: Chip Rae reported that over 160 people attended the Tom Twomey Lecture in Local History: The Gardiner Family Legacy. With an event so large, it is difficult for the people in the back to see and hear. One idea to

remedy this situation was to install a TV with live stream. The lecture series enjoyed high attendance throughout the year.

Investment Committee: Sarah Davison shared Jenny Mulligan's email regarding the Investment committee. It has been proposed to change The Building Maintenance Account to be the Building Maintenance and Planning Account. This change will allow for the Building Maintenance and Planning Account to have a broader capacity to allow the following: provide funds for capital projects, repairs and operating expenses. To avoid overall risk in the portfolio, it is recommended to change the 80/20 target to 75/25. The investment managers will be permitted to invest the Fund in specific asset categories. A motion to approve the change the Building Maintenance Account to the Building Maintenance and Planning Account was made by Rick Gilbert and seconded by Patti Ferrin—passed.

Book Sales: Debbie Walter reported the book room was completely cleaned out until a new donation of over 50 boxes of books from Doyle Galleries arrived. Book sales are up over \$3500 from last year.

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

- Library Programs. Potluck dinner with Film. The evening was a big success. The Baldwin room was set up like a restaurant; the library provided some food and all guests were asked to bring a dish. It has been decided to hold the potluck dinner with movie night once a month.
Haunted Library. Saturday, October 27 from 7-9 pm. 6th grade –adults are invited. This year's Haunted House has expanded; 2 actors from Guild Hall have been hired and more props have been purchased.
- Digitization Projects. East Hampton Garden Club Archives are on line. Digitizing the archives for the Neighborhood House and the LVIS has begun. The Hamptons Film Festival has asked that the catalogues be digitized. In November, the archives for the East Hampton Star from 1885-1973/74 will go on line. It has been a very laborious project; over 16,000 new pages have been scanned. The archives from 1973/74-1995 (1995 is the year that the East Hampton Star went digital) will be added to the database when done.
- 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:

Annual Audit.

The East Hampton Library will retain the services of a certified public accountant who will provide advice and consultation to the Board of Trustees and the Director. The accountant will also perform an annual audit and shall prepare a written report, including an opinion on the financial statements, at the close of each fiscal year. This shall be done in accordance with generally accepted accounting principles and in conformity with the requirements of the New York State Office of the Comptroller. Fifteen days after receipt by the Board of Trustees the audit and report shall be made available on the Library website.

Behavior at the Library.

Abusive, threatening and/or disruptive behavior will not be tolerated at the East Hampton Library. The Director is authorized to bar people from using the Library and/or restrict their access to the Library for failure to abide by Library rules. In certain cases the library staff may contact the police to intervene. The Library Board of Managers will be notified of any such actions at its next regularly scheduled meeting.

Cell Phone & Video Chat Policy.

Please be courteous of others while using your cell phone and while doing video chat at the Library. Please speak at a level that is consistent with the volume you would speak to someone sitting next to you. Please do not use speaker phone for video chat. Headphones must be used.

Deaccession of Materials Policy.

Library materials that no longer fit the stated service roles of the library will be withdrawn from the collection. This may include materials that are damaged, include obsolete information, or are no longer used. Decisions will be based on the accepted professional practice and the professional judgment of the library director or designated staff. Items withdrawn from the collection will be disposed of in the following manner: by sale through the library's Amazon storefront, giving them away for free to library patrons, donating to other libraries or organizations and discarding into the trash.

A motion to approve the changes to the Public Policies was made by Patti Ferrin and seconded by Debbie Walter—passed. These policies are posted on the East Hampton Library website. Sarah Davison recommended having the Library's mission statement to be in a prominent position on the website.

A motion to adjourn at 5:01 was made by Patti Ferrin and seconded by Gail Parker —passed.

The next meeting is November 16, 2018 at 4:00.

Submitted by Ellen Collins