

2019, March 9, 2019 REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD AT 9:00 AM AT THE LIBRARY.

The President of the Board, Sheila Rogers, called the meeting to order at 9:04 am. Present: Arandia, Collins E, Davison, Egen, Druker, Ferrin, Mulligan, Parker, Rae, Rogers, Ross, Schaeffer and Talmage.

Absent: Akkad (phone), Deichert, Dreher, Fabiszak (phone), Furlaud, Goren, Gilbert, Soriano and Walter (phone).

A motion to approve the minutes for January was made by Jenny Mulligan and seconded by Chip Rae —passed. The December minutes will be approved at the next meeting.

Treasurer's Report: Jenny Mulligan gave the financial report. As of February, The Library's year to date revenue is \$1,751,271 whereas the amount budgeted was \$1,981,097. The \$ \$216,116 amount difference is largely due to the fact that the Wainscott school taxes have not been received yet. According to Dennis Fabiszak, the \$205,213 payment from Wainscott was delayed because of a change of staff at Wainscott School. The payment is expected in the near future. When reviewing expenses, it was noted that \$5,175 was paid for unemployment benefits for an employee fired last year. According to Dennis, because there were so few claims for unemployment benefits in the past, the Library opted to cancel unemployment insurance and pay out of pocket as needed. The cost for ebooks has increased; the use of ebooks makes up approximately 20% of overall circulation. A motion to approve the draft management report and disbursements for January and February was made by Sara Davison and seconded by José Arandia —passed.

	YTD as of 1/31/2019	YTD as of 2/28/2019
Total Operating Revenue	\$1,736,483	\$1,751,271
Total Operating Expenses	179,642	412,238
Operating Surplus	1,556,841	1,339,033
Net Transfers	0	0
Net Surplus	\$1,556,841	\$1,339,033
Operating Disbursements	\$180,320.31	\$232,617.25
Other Disbursements	16,924.70	38,800.96
Total Disbursements	\$197,245.01	\$271,418.21

President's Report: Sheila Rogers was sad to report that Ann Chapman will be resigning from the Board because of her recent relocation to Virginia. Ann Chapman is the longest tenured Board member; she has served on the board since June 19, 1980. Ann's service to the Library is much appreciated and she will be missed by all.

Community Relations Committee. Sheila Rogers would like to establish a new committee: The Community Relations Committee. The goal of the Committee would be to ensure that the Library serve all people in the community. In addition, the Community Relations Committee would be involved with the upcoming Village Centennial Celebration in 2020. José Arandia is interested in being part of the Committee.

Scholarship Committee: Ellen Collins reported that the Scholarship Committee (Ellen Collins, Gail Parker, Charlie Soriano and Debbie Walter) worked, with input the Young Adult Librarian, Lisa Michne, to create the Melissa E Morgan Memorial Scholarship program. The scholarship will be offered to students of East Hampton, Springs and Wainscott school districts planning on attending college with at least 10 hours of community service documented at the East Hampton Library. The applicants will be asked to write about their community service experience at the Library and why it was meaningful as well as the importance of the public library to the community. The Scholarship Committee proposed offering five two-year scholarships of \$1,000/year. The scholarships will be funded by Melissa E Morgan's

donation to the East Hampton Library. A motion to approve the establishment of the Melissa E Morgan Memorial Scholarship was made by Patti Ferrin and seconded by Maureen Egen —passed.

Tom Twomey Series: Chip Rae reported that the Committee is finalizing the plans with the goal of mailing out the brochure in April. Judith Hope has donated \$1,000 toward refreshments. The first series, East Hampton Village Bioswale is scheduled for May 18, 2019. On Saturday, June 29, 2019 there will be a joint session with Rita Braver, CBS News Correspondent, and her husband, Robert Barnett, DC attorney; in July there will be a lecture on the Wiborg estate; on August 24, 2019 there will be a lecture on the small house movement; on Saturday, September 28, 2019, the program is entitled, All About Oysters—a shellfish and craft brewery session; October 19, 2019, the program will be The Legacy of Charles Addams.

Investment Committee: Jenny Mulligan reported that CIBC plans to make a presentation to the Board from 3:00-4:00 pm, before the scheduled May Board meeting. According to Jenny, the market rebounded in January and February and the Library's investments are in good shape.

Book Sales: Gail Parker stated that the Amazon room received a large donation from Doyle Galleries. Gail added that donations of specialized books are profitable. Gail also stressed that word of mouth is a powerful way to advertise that the Library accepts charitable book donations. The amount earned thus far this year is down from last year.

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

- East Hampton Library Annual Report for Public and Associated Libraries 2018. Dennis asked that Board approve the filing of the 2018 report. A motion to approve the filing of the Report was made by Chip Rae and seconded by Jenny Mulligan—passed.
- HVAC. Dennis explained that the HVAC needs a multistage upgrade. The first phase is installing a computerized system to monitor and manage heating and air conditioning. The cost is approximately \$35,000 which will be covered by the contingency funds. A motion to approve the first phase of HVAC upgrade was made by José Arandia and seconded by Patti Ferrin—passed.
- Peak Savers Rebates. The Library will be reimbursed \$250 for each of 19 Honeywell lighting fixtures installed.
- Roof/Chimney Damage. The right chimney is damaged; a 3-4 foot concrete portion broke off damaging roof tiles as it fell. Dennis has contacted the mason, Russell Mill, to do the necessary repairs and is awaiting the quote. Dennis would like the repairs to be done as soon as possible to ensure that the roof is fixed before any leaks can occur.
- Village Centennial Financial Relationship. The Village Centennial celebration is scheduled for September 26, 2020. The Village has asked that the Library accept all donations since it is a nonprofit institution. Any money not needed for the Centennial would be directed to the Long Island Collection. Sheila Rogers asked that the Library's lawyer and accountant approve of this agreement first. Sheila added that it would be a good idea for Library Board Members to help with fund raising for the Centennial. Dennis noted that the parade ends at the East Hampton Library and that many lectures will be held in the Baldwin Room.

The Board thanked Dennis Fabiszak and Amber Talmage for being available for a Saturday morning meeting.

A motion to adjourn at 10: 14 am was made by Jenny Mulligan and seconded by Debbie Druker—passed.

The next meeting is April 19, 2019 at 4:00.

Submitted by Ellen Collins