

November 15, 2019 REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD AT 4:00 PM AT THE LIBRARY.

Sara Davison called the meeting to order at 4:01 pm.

Present: Collins, Corwin, Davison, Gilbert, Fabiszak, Mulligan, Rae, Schaeffer, Soriano, Talmage, Thomas and Walter.

Absent: Akkad, Arandia, Deichert, Dreher, Druker (phone), Egen (phone), Ferrin, Furlaud, Goren, Lipper, Parker, Pool, Rogers, and Ross.

A motion to approve the minutes for the October meeting was made by Debbie Walter and seconded by Anne Thomas—passed.

Treasurer's Report: Jenny Mulligan gave the financial report. The year to date expenses are \$2,271,760. There is an operating surplus of \$69,883. The Revenue to date is \$2,478,068. Disbursements are \$198,109.58. A motion to approve the draft management report and disbursements was made by Rick Gilbert and seconded by Amy Schaeffer—passed.

YTD as of 10/31/2019

Total Operating Revenue	\$2,538,365
Total Operating Expenses	2,262,174
Operating Surplus	276,191
Net Transfers	0
Net Surplus	\$ 276,191
Operating Disbursements	\$ 192,852.79
Other Disbursements	5,256.79
Total Disbursements	\$ 198,109.58

Chairperson Report:

- a. December Meeting. Sara Davison stated that the December Board meeting will be held on the 2nd Friday, December 13, instead of the normal third Friday. The meeting will be from 3:30-5:00 pm and will be followed by the annual holiday party.

President Report:

- a. Year-End Projection. Sara Davison stated that the Year-End bonuses needed to be approved for staff bonuses. Dennis Fabiszak informed the Board that the projected surplus is \$70,515 which includes the bonuses. The Board approved the bonuses and requested that any bonus calculated to be under \$100 be raised to \$100. Remaining funds from surplus go into the contingency fund. Charlie Soriano asked that a list of staff salaries be provided to all Board members.

Tom Twomey Series: Chip Rae reported that the series concluded. Most programs had between 50-150 people attending. The program that stood out was the Oyster program because it attracted a completely different audience. Chip noted that an interactive event like the Oyster talk creates more of a connection. After the oyster talk, on the patio, there were oysters to sample as well as Montauk Brew. According to Chip, there are two events planned for next year: the Garden Lecture in conjunction with the Garden Club about the restoration of a Newport garden and the History of the LVIS. Chip would like to step down from being chairperson for the Tom Twomey Series. Thanks were given to Chip and all who have worked on the Series.

Holiday Party: Chip Rae reported that he has arranged the rental of the Clinton Academy for \$250. With the rental and food and drink, total costs are estimated to be \$800. All board members are asked to contribute \$50 to cover the costs of the party. Chip, Rick and Belinda Gilbert and Jenny Mulligan will help set up for the party.

Investment Committee: Jenny Mulligan stated that the Investment Committee did not meet. Overall investments are up 15.8%. CIBC will present a report from 3:00-4:00 before the January board meeting.

Book Sales: Debbie Walter informed the Board that sales are still down but last month was better. The book sales have generated \$27,004 this year. Good donations are needed.

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

- a. Budget Vote Resolutions. After the Budget vote is approved by the Budget vote in September, the Board must have a resolution to spend the money.

Motion #1

Resolved that the Board of Managers of the East Hampton Library hereby accept the results of the 2020 Library Budget Vote held Saturday, September 21, 2019. The vote was managed and the voting results were certified by the School District Clerks of the East Hampton, Springs and Wainscott School Districts. The results are as follows:

East Hampton 81 Yes, 13 No

Springs 34 Yes, 3 No

Wainscott 4 Yes, Zero No.

Motion #2

Resolved that, pursuant to General Municipal Law § 3-c(5), the Board of Managers of the East Hampton Library overrides, for the 2020 calendar year, the tax levy limit imposed by Municipal Law §3-c(3) and as a result of the public vote the Library Board of Managers plan to spend the monies that exceed the tax levy limit during the 2020 calendar year.

A motion to approve the Resolution to spend the money was made by Rick Gilbert and seconded by Chip Rae—passed.

- b. Sheila Dunlop. After 30 years at the circulation desk, Sheila Dunlop will become a part-time employee. Dennis requested that Sheila's health insurance continue and that her vacation time be held. A motion to approve the extension of health insurance and held vacation time for Sheila Dunlop was made by Chip Rae and seconded by Jenny Mulligan—approved.
- c. Records Retention & Disposition Policy. Dennis stated that there has never been a Records Retention & Disposition Policy in place.

RECORDS RETENTION AND DISPOSITION

RESOLVED by the Board of the East Hampton Library that New York State Education Department Records Retention and Disposition Schedule MI-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, including any future revisions and re-issuances thereof, is hereby adopted for use by the East Hampton Library in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

(a) those records that are described in New York State Education Department Records Retention and Disposition Schedule MI-1 may only be dispersed of after they have met the minimum retention periods described therein;

(b) only those records that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods may be disposed of.

c) Records Retention Schedule:

<i>Records Type</i>	<i>Minimum Requirement</i>
<i>Accounts Payable</i>	<i>7 years</i>
<i>Audit Reports</i>	<i>Permanently</i>
<i>Bank Reconciliations</i>	<i>3 years</i>
<i>Bank Statements</i>	<i>3 years</i>
<i>Budgets</i>	<i>Permanently</i>
<i>Capital Expenses</i>	<i>Permanently</i>
<i>Donation Receipts/Checks</i>	<i>7 years</i>
<i>Financial Reports</i>	<i>Permanently</i>
<i>Insurance Records</i>	<i>Permanently</i>
<i>Payroll Records and Summaries</i>	<i>7 years</i>
<i>Personnel Files</i>	<i>Permanently</i>
<i>Retirement/Pension Records</i>	<i>Permanently</i>
<i>Tax Returns</i>	<i>Permanently</i>
<i>Timesheets</i>	<i>7 Years</i>
<i>Year End Financial Statements</i>	<i>Permanently</i>

FURTHER RESOLVED, that the Library Director is responsible for the proper retention and disposition of all library records in accordance with the above resolution and New York State Education Department Records Retention and Disposition Schedule MI-1

A motion to approve the Records Retention & Disposition Policy was made by Charlie Soriano and seconded by Jenny Mulligan—passed.

- d. Children’s Courtyard. Marder’s removed all materials although a crepe myrtle tree remains because it may be used in a future design. Any future designs for the garden need to be easy to maintain and require plantings to be able to withstand the summer heat and ice damage. In the past 5 years, the courtyard has had to be planted and re-worked 2 times. Dennis would like to receive design plans from a number of places. The design might include planters and decorative stones.
- e. Coffee Machine Costs/Profit Analysis. In the past 17 months, 8777 cups have been sold. The profit is \$4501. 59% of the patrons use their own cup.

Dennis also reported on the Haunted Library. Participating in the Haunted Library were 34 Young Adult volunteers who received 275 hours of community service, along with 22 Library staff and 16 adult members of the community. Eight professionals, dancers, actors and lighting technicians were hired. A total of 240 people visited the Haunted Library.

Dennis stated that there are three concerts scheduled. Performers are: Tommy Sullivan on November 15; Caroline Doctorow on December 7; and the Gene Casey and the Lone Sharks on December 14.

Dennis informed the Board that a community member donated \$10,000 to the Library with the stipulation that the money be used to fund tai chi, yoga and chair yoga classes.

Anne Thomas told the Board that at the LVIS membership meeting, Dennis gave a very informative talk about the use of the Library and the programs offered. It was requested that Dennis give an abbreviated version of his talk to the Board at the March 2020 meeting.

The Long Island Collection (LIC) Reception scheduled for November 16, 2019 was cancelled due to lack of interest and timing. Upon discussion, the idea is that the LIC reception would be better held at the Library and could be showcased in a Tom Twomey event such as: the Hidden Treasures of the LIC or Unknown Items of the LIC.

Dennis added that the LIC digital collection will scan and add the Carleton Kelsey photos from the Amagansett Historical Association and the photos of Dell Cullum. Chip Rae added that a photo exhibition could be held at the Village anniversary celebration.

A motion to adjourn at 4:56 was made by Chip Rae and seconded by Debbie Walter —passed.

The next meeting is December 13, 2019 at 3:30 pm.

Submitted by Ellen Collins