

April 17, 2020 REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD AT 4:00 PM online.

Sheila Rogers called the meeting to order at 4:00 pm.

Present: Akkad, Collins, Corwin, Davison, Deichert, Druker, Egen, Fabiszak, Ferrin, Mulligan, Parker, Pool, Rae, Rogers, Ross, Schaeffer, Talmage, Thomas and Walter.

Absent: Arandia, Furlaud, Gilbert, Goren, Lipper and Soriano.

The minutes for the March required one correction. In the Treasurer's Report, it should read: Expenses as of February 29, were down \$16,602 which leaves a net surplus of \$39,812. A motion to approve the minutes with the correction was made by Debbie Walter and seconded by Jenny Mulligan—passed.

Chairperson's Report:

- a. Authors Night 2020. Sheila Rogers announced that Authors Night 2020 is cancelled due to health risks and the unknown future. Authors Night and the Children's Fair are both important to the Library for financial reasons and public relations; therefore it is necessary to be creative to generate other ways to fundraise and to promote the Library. Fortunately, the Library is in a good financial position. Susan Akkad suggested holding an alternative remote type of Authors Night dinner. As in a dinner, a guest author or authors could present remotely with a small group of people (20-30 people) which would allow for the author to talk about the book/writing, do a reading and respond to questions from the "dinner guests". These remote dinners could be used as a fundraiser. Sponsors for the dinners could be solicited. In addition, the sessions could be recorded and archived.

President's Report:

- a. Building Shutdown. Sara Davison reported that Dennis Fabiszak has been very efficient in shutting down the Library. According to Dennis, the Library is in lockdown. Only Dennis enters the building to monitor the Library. The HVAC has been adjusted to save energy and can be monitored remotely. The Library grounds also are well maintained although trash has been left by the public in the parking lot on occasion. The WIFI is still available in the parking lot. No more books are being dropped off; the book drop boxes are taped shut. The Library staff is healthy although 4 staff members have a family member affected by the virus.

Treasurer's Report: Jenny Mulligan gave the financial report. Jenny reported that as of March 31, the revenue is up \$7,649 and expenses were down by \$73,606. There is a net operating surplus of \$81,255 vs the Year to Date budget. Since Authors Night, the major fundraising event, will not occur, the loss of proceeds and the decreased outlay of funds incurred to hold Authors Night and the Children's Fair will be reflected in the revenue and expense accounts this year. In addition, there will be less revenue from book sales. The most expensive costs this month were the yearly charges for the pension fund and Overdrive. Dennis added that in the past month, digital use of library materials countywide has increased by 40% and there is an overall increase of 130% of new people using Overdrive for the first time. It was noted that the Overdrive budget will have to be increased for next year. A motion to approve the draft management report and disbursements was made by Gail Parker and seconded by Maureen Egen—passed.

YTD as of 3/31/2020

Total Operating Revenue	\$2,092,310
Total Operating Expenses	723,123
Operating Surplus	1,369,187
Net Transfers	283,000
Net Surplus	\$1,652,187
Operating Disbursements	\$326,835.29
Other Disbursements	1,201.80
Total Disbursements	\$328,037.09

Tom Twomey Series: Sara Davison reported that the Tom Twomey Series event for May has been cancelled. Rick Gilbert is working to arrange the June event to be given remotely. The rest of the series is planned but how the events from July through October will be presented or held is still a question.

Investment Committee: Jenny Mulligan spoke with Kishore Setty of CIBC. As of April 16, 2020, the YTD entire portfolio of the Library is down 8.7%; the S&P is down 13.4%. YTD the entire Fidelity portfolio is down \$701,000. Currently, the equity exposure is approximately 60% while bonds and cash are nearly 40%. CIBC is looking after the Library's best interests and will continue to buy and sell based on market conditions. Jenny added that in January the annual income was \$151,000; the latest estimated of annual income is \$140,000.

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

- a. **Building Update.** Dennis does a full walk through of the Library every other day. One day, he discovered a leak and called in an emergency plumber to fix. The telephone system has been adjusted. Patrons can leave a message for an individual department. Monday-Saturday from 9:00 am – 7:00 pm and on Sunday from 1:00– 5:00 pm, there is an online reference librarian available. Library staff (non-librarians) are calling library patrons and asking if the Library can be of help during the shelter in place mandate. Once mail is received, the mail is stored for a week before being handled. Amber Talmage has been able to make most accounts payable online.
- b. **PPP (Paycheck Protection Program) Loan.** Dennis has applied for the PPP loan which is calculated to be \$269,000 (based on the sum of monthly salary and health benefit costs multiplied by 2.5). This loan would be forgiven at the end of the year if no employees are laid off. The \$269,000 could offset the loss of revenue from Authors Night.
- c. **Online Programs.** Dennis supplied a list of what the Library is offering online to all age groups: story time, young teen chapter books, adult book clubs, crafts, children entertainer performances, exercise, virtual homework help, community service opportunities for young adults--providing technical assistance to senior citizens, photo contest, cooking, memoir program, virtual lunches on Fridays with Librarians, gardening, meditation, online concerts, yoga and tai chi, cancer care in conjunction with Fighting Chance, Alzheimer, essential oils and more. The calendar on the Library website lists all programs. More people are attending online courses than attended the programs in person. The Library's youtube channel is used as is Facebook live stream.
- d. **Online Library Services.** All Library departments are online.
- e. **Changes to consider when we re-open.** Almost everything in the Library must be touched. To prevent the spread of germs, changes to Library will need to be undertaken. Dennis stressed the need for the Library to be convenient to use, user friendly and healthy and safe for its patrons. Dennis will prioritize what needs to be done and set a reasonable timeline. Guidance from SCLS will be used. Dennis also asked the Board to forward any ideas for effective safety upgrades. Dennis doesn't foresee opening the Library to the public immediately once the shelter in place mandate is lifted. He envisions the Library offering drive up services while the necessary work and safety upgrades can be completed.
 - i. **Plumbing.** Change the bathrooms to have automatic flush, sinks and towel dispensers. Change the water fountain to have a sensor.
 - ii. **Electrical.** All lights and fans in bathrooms to have automatic sensors. There are 5 entrances to the Library. Automatic door opening should be installed.
 - iii. **Cleaning.** The 40 public computers will need to have a cleaning procedure after each use. The coffee machine is currently touch screen and would require cleaning or a replacement. Dennis proposed buying a fogging cleansing machine to be used on books once returned.

There was a discussion as to when to announce the cancellation of Authors Night 2020. Since the message and the timing is important, it was decided to wait and discuss at the next Board Meeting on May 15. In the meantime, Ken Lipper will be contacted for his advice dealing with public relations during crisis management.

A motion to adjourn at 5:11 pm was made by Amy Schaeffer and seconded by Debbie Walter—passed.

The next meeting is May 15, 2020 at 4:00 pm

Submitted by Ellen Collins