

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

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

Present: Arandia, Collins, Davison, Fabiszak, Ferrin, Goren, Mulligan, Parker, Pool, Rogers, Rae, Schaeffer, Soriano, Talmage, Thomas and Walter.

Absent: Akkad, Corwin, Dreher, Druker (phone), Egen (phone), Furlaud, Gilbert, Lipper, and Ross.

A motion to approve the minutes for the December meeting was made by Patti Ferrin and seconded by Jenny Mulligan—passed.

Chairperson's Report:

a. Health Insurance Benefits. Sheila Rogers requested the approval to extend the health insurance benefits for two long time employees, Joyce Flohr and Jane Reutershan. This approval is required every year by the auditors. The cost is \$590 per month per employee. A motion to approve the extension of the health insurance was made by Jim Pool and seconded by José Arandia---approved.

b. Authors Night 2020. Sheila Rogers announced that the first Authors Night Selection committee meeting will be held on January 18, 2020 at 10:30 am. Quality author recommendations are welcomed.

President Report:

- a. Year End Review. Sara Davison stated that she and Sheila Rogers performed the annual review for Dennis Fabiszak. Sara thanked Dennis for his excellent work and noted that Dennis has already checked off many of the items on the To-Do list given in the annual review.
- b. Long Island Collection (LIC) Committee: After Diana Deichert's resignation from the Board Brooke Goren has agreed to step in to be the Chair of the LIC Committee.

Treasurer's Report: Jenny Mulligan gave the financial report. Jenny reported that the revenue is up \$80,033 which is on target. The total donations and contributions are under budget by \$39,000; however the year-end mailing generated more income than last year. The year to date surplus will go into the contingency fund. The GED-Task course will be cancelled due to lack of enrollment. The Library Scholarship winners will be featured when promoting the 2020 scholarship. The Children's Fair is under by \$19,000. Sheila Rogers pointed out that the cost of the Children's Fair, a free event for families, is worth the amount of public relation good will that it generates. Debbie Druker offered to replace Diana Deichert as Chair of the Children's Fair. In Tom Twomey's will, \$5,000 from interest earnings is earmarked for the history lecture in the Tom Twomey Lecture Series. A motion to approve the draft management report and disbursements was made by Sara Davison and seconded by Amy Schaeffer—passed.

YTD as of 12/31/2019

Total Operating Revenue	\$2,633,033
Total Operating Expenses	2,751,658
Operating Surplus	-118,625
Net Transfers	206,000
Net Surplus	\$ 87,375
Operating Disbursements	\$ 185,490.09
Other Disbursements	3,570.79
Total Disbursements	\$ 189,060.88

Tom Twomey Series: Sara Davison reported that she will step up to be the Chair of the Tom Twomey Series. Patti Ferrin, Chip Rae and Sheila Rogers offered their assistance.

Children's Garden: Chip Rae reported that there was a meeting held in mid-December. At the meeting it was concluded that a firm does not have to be hired to design the garden. In the fall, most of the vegetation was removed; the spring project will be to restore the garden. The overall concept is to have two sections in the garden, one more child friendly and one more adult friendly.

Investment Committee: Jenny Mulligan reported that January 17, 2020 CIBC presentation gave a very positive report on the Library's investments. Overall investments are up; the investment policy of the Library is effective. CIBC also gave economic outlooks for the future. Board members were provided with a booklet provided by CIBC with detailed information about investments.

Book Sales: Debbie Walter informed the Board that book sales were slow due to few quality donations but a huge delivery was received on January 16, 2020.

Personnel Committee: Charlie Soriano reported that the Personnel Committee met on January 14, 2020 with Dennis Fabiszak. The committee reviewed the updated Personnel Handbook. Sections were added and antiquated information was removed. A copy of the draft Personnel Handbook was provided to the Board. It is proposed that the Personnel Handbook be reviewed every two years by the committee and by the Library's lawyer. Dennis will require that the Personnel Handbook be signed by staff each year.

The Committee also reviewed with Dennis the proposed salary equity adjustments for staff. For librarians, Dennis proposed raising the salaries to equal the average salaries of librarians in Suffolk County. For clerical employees, he proposed adjusting the salaries of Library clerical workers to equal the salary of clerical workers in East Hampton Town. The total cost to raise the salaries is approximately \$72,000 which does not include FICA expenses. The increase this year can be paid from the contingency fund and will be budgeted for in the future.

When the personnel policy is in place and the finalized version of the Personnel Handbook is complete, the Board can vote on approving the Personnel Handbook and equity salary adjustments at the March 21, 2020 Board Meeting. When approved, the equity salary adjustments would be retroactive to January 1, 2020.

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

- a. Staff Phishing Training. To protect the Library from being hacked, all staff was required to complete an online video course on phishing.
- b. Coffee Machine. An article in the *East Hampton Star* reported on the popularity of the Library's coffee machine; 10,000 cups of coffee have been sold. According to Dennis, this number does not include cups of tea. New travel mugs have been ordered.
- c. Village Centennial. On September 26, 2020, after the Village Centennial parade concludes near Mulford Farm, the Library will immediately hold an open house with refreshments and a free concert on the lawn by the Lone Sharks or Nancy Atlas. Guild Hall and the Library might have a silent film loop playing. Leading up to the Centennial, the Reference Room will have an 18 foot table installed to display Jim Brooks' replicas of East Hampton's historical buildings.

Auditors Contract. Dennis requested the approval of the new contract for 2020 from the auditors. The amount paid to the auditors will not exceed \$14,150. A motion to approve the yearly contract from the auditors was made by Patti Ferrin and seconded by Sara Davison—approved.

HVAC Repair and Children's Room carpet. According to Dennis, some HVAC repair has been completed and the Children's Room carpet was cleaned.

Abbreviated LVIS EH Library presentation. Since the March meeting is scheduled to be held on a Saturday, Dennis proposed giving his abbreviated version of his presentation he gave to the LVIS at the April Board meeting. The presentation outlines the many programs and features of the East Hampton Library.

A motion to adjourn at 5:12 was made by Sara Davison and seconded by Jim Pool—passed.

The next meeting is March 21, 2020 at 10:00 am.

Submitted by Ellen Collins