

March 21, 2020 REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD AT 10:00 AM online.

Sheila Rogers called the meeting to order at 10:03 am.

Present: Akkad, Arandia, Collins, Corwin, Davison, Deichert, Druker, Egen, Fabiszak, Gilbert, Goren, Lipper, Mulligan, Parker, Pool, Rae, Rogers, Ross, Schaeffer, Soriano, Talmage, Thomas and Walter.

Absent: Ferrin and Furlaud.

A motion to approve the minutes for the January meeting was made by Jim Pool and seconded by Brooke Goren—passed.

Chairperson's Report: Sheila Rogers was happy to report that Diana Deichert reversed her decision to resign from the Board.

Authors Night 2020. Sheila Rogers announced that plans for Authors Night 2020 currently are in a wait and see pattern. The Authors Night Selection committee has engaged between 20-30 authors but will not invite any more authors at this time. Dennis Fabiszak will still pursue the use of the Amagansett site. A decision about holding Authors Night will be made in the future.

President's Report:

- a. Personnel Handbook. Dennis explained that the new handbook has been revised and a conflict of interest clause has been added. Each year, all staff will be required to read and sign both the Personnel Handbook and Conflict of Interest policy. The new Personnel Handbook has been updated to reflect current laws. Beginning next month, NY State law requires that part time employees also be granted sick time (5 days of prorated sick time). The sick time costs are covered by the Library. A motion to approve the Personnel Handbook was made by Jenny Mulligan and seconded by Rick Gilbert—passed.
- b. Librarian and Clerk Salary Review. The Library would incur the extra cost of \$72,000 this year to align the librarians' salaries with the average salary of librarians in Suffolk County and for staff's salary with East Hampton Town employees. Because of the recent changes in revenue and investments, the decision as to whether to enact the pay adjustments will be considered at the next Board meeting. Dennis will draft a statement to be sent to the staff regarding the continuation of salaries and health care benefits during the Library's closure. Dennis will share the draft with the Board.

Treasurer's Report: Jenny Mulligan gave the financial report. Jenny reported that as of the end of February, the revenue is up \$23,211. Expenses as of February 29, were down \$16,602 which leaves a net surplus of \$39,812. A motion to approve the draft management report and disbursements was made by Rick Gilbert and seconded by Jim Pool—passed.

YTD as of 1/31/2020

Total Operating Revenue	\$1,839,636
Total Operating Expenses	198,966
Operating Surplus	1,640,670
Net Transfers	283,000
Net Surplus	\$1,923,670
Operating Disbursements	\$194,976.15
Other Disbursements	13,726.00
Total Disbursements	\$208,702.15

YTD as of 2/28/2020

Total Operating Revenue	\$2,080,236
Total Operating Expenses	339,661
Operating Surplus	1,680,575
Net Transfers	283,000
Net Surplus	\$1,963,575
Operating Disbursements	\$201,242.30
Other Disbursements	11,998.43
Total Disbursements	\$213,240.73

Tom Twomey Series: Sara Davison reported that the Tom Twomey Series is on hold. The spring and summer events have been cancelled. It was suggested that some of the programs could be given virtually. If that is possible, the Library could send out an eblast to advertise event. Therefore, there is no need to print programs at this time.

Children's Garden: Chip Rae stated that there is a three phase plan in place to redo the Children's Garden. The first phase is to place bluestone along the walkway windows. The bluestone would allow for tables and chairs. For the second phase, on the west side, towards the Children's room, there will be an environmentally friendly turf ground cover. The third phase will include the planting of ground cover, installation of potted plants, placement of furniture and the addition of whimsical garden items. There is good drainage and existing irrigation. Some dirt will need to be brought in for leveling out certain areas and providing a stable foundation. No cost is available at this time. A schematic of the proposed garden was shown to the Board.

Investment Committee: Jenny Mulligan and the Investment Committee had a video-call on March 20, 2020 with Kishore Setty of CIBC. Jenny provided the following re-cap.

*Kishore Setty, one of our CIBC investment advisors, provided the following information this morning which reflects the status of our investments and the market through last night's close of business (March 20).*

*\* YTD the entire Fidelity portfolio is down 19.7% and the current value is \$6,552,947*

*\* The S&P 500 is down 28.7%*

*\* March is so far the worst month on record since 2008 and 1929*

*\* The past week was the worst since 1929*

*\* Currently, the equity exposure is 59% while bonds and cash are nearly 39%*

*\* CIBC would sell bonds if there was a large liquidity need*

*It's important to note that in addition to the \$6.5 million invested as of now, the Library has almost \$2 million at People's Bank in cash from tax revenue which should cover employee salaries and benefits through the end of the year.*

Book Sales: Gail Parker stated that the Book Sale room had a successful January and February. When the Library is re-opened, there are many boxes of books waiting to be viewed. According to Dennis, the Amazon and ebay accounts have been closed.

Personnel Committee: Charlie Soriano reported that the Personnel Committee met on March 16, 2020. The Board met in executive session.

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

- a. Coronavirus Update. Dennis relayed the information that all non-essential businesses such as the Library are required to be shut down by Sunday, March 22 at 8:00 pm. All employees will work from home. Dennis reported that staff will be able to access Library computers from home to continue to do work. Rick Gilbert suggested that there could be some online training that could be conducted that would benefit the employees and the Library. Dennis added that some programs would be run virtually such as the Book Club and story time. Other program leaders will be contacted to see if they could offer a virtual version of their program. The Library cannot offer any drive up service or drop off service. Sick time for employees who contract coronavirus will be covered by the Federal Government. Dennis added that some money will be saved because there will be less overhead for utilities and building maintenance during the shutdown. The Nest program is in place to detect loss of heat or air conditioning as well as to monitor humidity levels.

A motion to adjourn at 11:15 am was made by Jenny Mulligan and seconded by Debbie Walter—passed.

The next meeting is April 17, 2020 at 4:00 pm

Submitted by Ellen Collins