

May 15, 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 4:01 pm.

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

Absent: Corwin, Furlaud.

A motion to approve the minutes for the April meeting was made by Patti Ferrin and seconded by Debbie Walter—passed.

Chairperson's Report:

- a. Authors Night 2020. Sheila Rogers announced that Authors Night 2020 will be held remotely. The committee has been meeting every week and have gathered 40 strong authors to include in the event. The *Purist* magazine will be the media sponsor and the first ad for Authors Night will appear in the June edition.

President's Report:

- a. Nominating Committee. Sara Davison reported that the class of 2020 (Maureen Egen, Janet Ross, Charlie Soriano) will stand for re-election and will become the class of 2024. Election of new officers: Rogers – Chair, Davison – President, Egen – Executive Vice President, 1st Vice President – Walter, 2nd Vice President – Soriano, Treasurer – Mulligan, Assistant Treasurer – Ferrin, Recording Secretary – Collins, Corresponding Secretary – Parker. A motion to approve the election was made by Jim Pool and seconded by Rick Gilbert—passed. According to Sara, there are no new members for the year and there two vacancies on the Board. Recommendations for future Board members should be forwarded to Sara.

Treasurer's Report: Jenny Mulligan gave the financial report. Jenny reported that as of April 30, the revenue was \$2,102,711 which is under budget by -\$3,726. This is due to reduced income from books sales, In Memory Of (IMO) donations and less income from investments. There is a net operating surplus of \$174,091 vs the Year to Date budget. The total expenses as of April 30, 2020 were \$908,903 which is under budget by \$-177,817. The largest costs were for payroll and NYS health insurance. The payroll costs are lower this month because a full time librarian left and has not been replaced. Book purchasing costs and operating costs are lower. A motion to approve the draft management report and disbursements was made by Maureen Egen and seconded by Rick Gilbert—passed.

YTD as of 4/30/2020

Total Operating Revenue	\$2,102,711
Total Operating Expenses	908,903
Operating Surplus	1,193,808
Net Transfers	283,000
Net Surplus	\$1,476,808
Operating Disbursements	\$193,224.90
Other Disbursements	0.00
Total Disbursements	\$193,224.90

Investment Committee: Jenny Mulligan spoke with Kishore Setty of CIBC. As of May 15, 2020, the YTD entire portfolio of the Library is down 7.2%; the S&P is down 11.7%. YTD the entire Fidelity portfolio is down \$701,000. The current value

of the portfolio is \$7,533,694. Currently, the equity exposure is approximately 62% while bonds and cash are nearly 36% and 2% is in a combination of high Yield Bonds and MLPs. CIBC is looking after the Library's best interests and will continue to buy and sell based on market conditions. Total dividends, coupons and interest from the portfolio over the next 12 months is currently estimated at \$140,000.

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

- a. **Building Update.** Dennis reported that two boilers were repaired by Kolb Electric. He is awaiting estimates from the plumbers as to the costs for converting toilets, sinks and drinking fountains to be motion activated. He is also awaiting estimates from the electricians for the costs of converting light fixtures and fans to have sensors. He is also researching HVAC upgrades to include air filtering services. The library purchased six stand- alone air filters to clean the air in areas of 3000 square feet. Dennis is expecting more information from library sources as to how to safely sanitize materials. Dennis would like to use cleansing machines in the Amazon room to sanitize returned library materials. He has ordered materials in anticipation of opening the Library. Some materials include stanchions to be used outside for curbside pickup and tape to mark separation areas. He has also ordered more keyboards so that one keyboard can be removed to be sanitized and replaced with a clean keyboard for the next user. When it is safe to bring in workers, Dennis plans to have the interior courtyard cleaned up before the Library opens. Chip Rae added that bluestone installation of the interior courtyard could be accomplished in two days which would allow for more exterior use for patrons. The other half of the project is more involved. The garbage cans have been removed from the back parking lot to reduce the drop off of household trash.
- b. **PPP (Paycheck Protection Program) Loan.** The Library has received 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). The funds have been placed in the operating account and will not be used until late September or early October.
- c. **Draft Reopening Plan.** Dennis shared the phases that he envisions for opening the Library. Adjustments will be made based on the State and County decisions. Because the East Hampton Library is not a typical institutional building, he added extra phases to allow for the necessary safety upgrades.

Draft Reopening Plan

Stage 1

1. Limited Staff working in the Library
2. Extreme social distancing practiced between employees
3. Staff required to wear masks
4. No lending of library materials
5. No receiving of book donations
6. Work on preparing building to be safer for staff and public

Stage 2

1. More Staff working in the Library
2. Staff required to wear masks
3. Lending of library materials by mail and or curbside pickup
4. Resume receiving book donations
5. Quarantine/Sanitize circulated library materials and book donations

Stage 3

1. All Staff working in the Library
2. Staff required to wear masks (library will provide the masks)
3. If allowed, require patrons to wear masks, if not allowed strongly suggest patrons wear masks
4. Begin allowing patrons in the Library to borrow library materials
5. Social distancing required in patron areas (limit number of people at tables and rearrange furniture so that people are spread out.
6. If this becomes a crowding issue we may limit the time people are in the building by scheduling the use of computers and or workspaces.
7. No group programs
8. No toys in Children's Room
9. Use meeting rooms for additional social distance work areas for the public
10. Possibly limit the number of people in the building or in each large room

11. All public touch screens and keyboards cleaned hourly
12. All doorknobs cleaned hourly

Stage 4

1. Begin small group programs (10 people or less)
2. If allowed, require patrons to wear masks

Stage 5

1. Increase program attendance in the Baldwin room to a maximum of 50 people

Stage 6

1. Resume program attendance limits as they were before the closing
2. Return toys to Children's Room

In the future, to notify the public about Library policies and program offerings, Dennis proposed advertising by doing a mailing to all households. Dennis plans to create more outside spaces to do work for the patrons by using the existing courtyards. To limit the amount of entrances, it was recommended to change the doors to the Bendheim room and the front door to the Children's Room as emergency exit only. It was also recommended to have hand sanitizer machines available at each entrance.

Debbie Walter announced that Jane Reutershan, long time librarian, will be celebrating her 95th birthday on May 24. The hope is that she receive 95 birthday cards. Dennis will share her address so that Board members may send her a card to help reach the goal of 95.

Dennis will also share the phone number for Ann Chapman, long time Board member. Sheila Rogers spoke to Ann Chapman recently and Ann is doing well and adjusting to living in Virginia.

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

The five Melissa E Morgan scholarship candidates have been selected and the names have been forwarded to East Hampton High School for scholarship night.

A motion to adjourn at 5:14 pm was made by Debbie Walter and seconded by Susan Akkad—passed.

The next meeting is June 19, 2020 at 4:00 pm

Submitted by Ellen Collins