

August 21, 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, Arandia, Collins, Davison, Deichert, Druker, Fabiszak, Ferrin, Gilbert, Goren, Lipper, Mulligan, Parker, Rae, Rogers, Ross, Schaeffer, Soriano, Talmage, Thomas and Walter.

Absent: Corwin, Egen, Furlaud and Pool.

A motion to approve the minutes for the July meeting was made by Gail Parker and seconded by José Arandia—passed.

Chairperson's Report:

- a. Authors Night 2020. Sheila thanked the Authors Night committee consisting of Dennis Fabiszak, Jane Friedman, Patti Kenner, Keri Lamparter, Celia Paul, Steve Rosen, Amy Levin Schaeffer, Sheila Rogers and Dawn Watson for its hard work to create a new version of Authors Night. Twelve authors were scheduled over 4 days. Each author event had a sponsor/host, interviewer and a maximum of 25 guests. Guests were charged \$50 and there was an opportunity to donate more. Currently, \$60,000 has been earned and it is hoped that when all sponsorships are received, the total amount earned will be close to \$90,000. Because of the success of the new version, there is a possibility to use the same format during the winter months. The Zoom format allows for access to a wider range of authors. Sheila also thanked the Board members who attended one or more Authors Night event. Dennis Fabiszak added that some of the interviews were recorded and are now available to watch on the Authors Night link on Library's website.

President's Report:

- a. Budget Vote. Sara Davison noted that since the Board decided to forgo the September budget vote asking that the public approve an increase to the budget this year, this information should be publicized. A ¼ page ad announcing that there will be no budget increase this year will appear in the *East Hampton Star* at the time of the annual budget vote. Sheila Rogers requested that the Board see the ad before being published.

Treasurer's Report: Jenny Mulligan gave the financial report. Jenny reported that as of July 31, 2020, there is a net operating surplus of \$190,218 vs the YTD budget. The surplus is due to the receipt of the PPP (Paycheck Protection Program) Loan of \$269,527, the fact that employees have left and have not been replaced and lower costs for programs, book purchases and building operating. A motion to approve the draft management report and disbursements was made by Charlie Soriano and seconded by José Arandia—passed.

YTD as of 7/31/2020

Total Operating Revenue	\$2,408,361
Total Operating Expenses	1,375,601
Operating Surplus	1,032,760
Net Transfers	283,000
Net Surplus	\$1,315,760
Operating Disbursements	\$201,519.65
Other Disbursements	2,839.50
Total Disbursements	\$204,359.15

Jenny added that the Fidelity Accounts are up 2.2% vs the S&P of 2.4%. This increase is in spite of the fact that \$100,000 was removed from Building Maintenance Account to be set aside for Covid related expenses such as changes to

plumbing, electric, etc. According to Dennis, the Covid related costs will most likely be between \$70,000-\$80,000. Jenny stated that Kishore Setty of CIBC is willing to join zoom meeting in September.

Children's Courtyard Report: Chip Rae reported on the progress of Children's Courtyard. With labor and supplies, the costs will be approximately \$9,700. The Board approved \$10,000 for the project. The 3 tables necessary to allow more usable outdoor space were generously donated by the contributions of Sara Davison, Rick Gilbert, Chip Rae, Sheila Rogers, Jenny Mulligan and Anne Thomas. Umbrellas and chairs are still needed for each table. Phase 2 of the project will be done in the spring. Chip suggested asking the architect, Lee Skolnick, to be a part of the planning process.

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

- a. Reopening Update. The Library opened to the public on August 10, 2020. Legally, the Library could have opened on June 10 but the extra time was needed to get the building up and running. Providing staffing at the 3 entrances has proved to be the most difficult and has added a strain to the job as the duty requires 140 staff hours per week. In addition, cleaning duties have been added. At the end of August, the doors will no longer be monitored by staff; the staff will circulate more through the building.
- b. Building Update. Work by the plumbers to make bathroom toilets and sinks motion activated will be completed. Plastic barriers have been installed at service desks and as dividers at public desks. The newspaper and magazine room is closed, the Bendheim room is closed so that it can be used for staff breaks. Over half of the material is distributed through the popular curb side service. Outdoor spaces are being used. The tent donated by Janet Ross has been used for the *East Hampton Star* intern program and as a place for the interview for *Newsday's* article about the "In Plain Sight" project that is being sponsored by the *East Hampton Star* in conjunction with the Library. The Young Adult staff is thinking of adding tables to outdoor spaces for study areas. Susan Akkad suggested buying large outdoor heaters for use in the fall. Dennis will check with the fire marshal about the use of the heaters. Not all masks are equal in effectiveness; more effective masks are going to be given to clients wearing the less effective versions as a way of educating the public.
- c. Staffing Update. There has been apprehension felt by the staff about the reopening. A full time children's librarian and the IT department head, Ryan Budhidharma, have resigned from their positions. Scott Raynor who currently works as 50% custodian and 50% computer tech assistant will be trained by Dennis to work full time in IT. A part time custodian has been hired to help in the afternoons to do additional cleaning. Hunter King will be working more hours (20 hours per week) as a custodian. Dennis will be interviewing for a full time reference librarian and a full time Children's librarian. Until more staff is added, Dennis would like to continue with the reduced hours of Monday-Saturday from 9:00-5:00. This schedule will probably continue through the month of September. At this point, adding Sunday back adds too much stress to the staff. There is not the staff available to offer virtual librarian services after hours. Dennis added that the virtual librarian service offered during Covid quarantine lockdown was not the most popular service. Because school won't be in session for all students every day, Dennis would like to extend the online tutoring from 8 am to 11 pm 7 days a week.
- d. Staff Salaries. Since the staff has responded well to the stressful reopening and in gratitude for their service, Dennis proposed that the staff be given raises retroactive to the date of the reopening, August 10, 2020. This will be an additional cost of approximately \$30,000 for the rest of the year. A motion was made to approve staff raises was made by Brooke Goren and seconded by Jenny Mulligan—passed.
- e. Fines for Overdue Items. During the Covid quarantine lockdown, library fines were suspended. Dennis would like to make this a permanent feature. The cost of removing fines will be approximately \$4000 per year. According to Dennis, paying fines is one of the most negative experiences for patrons. In addition, patrons have been respectful about returning items. Dennis added that if an item is not returned, a notification will be sent one week earlier than normal. If necessary, a second notice will be sent 3 weeks later. If the item still is not returned or paid for, online features of the library will be prevented until the patron takes care of the matter.

Susan Akkad suggested that a community service survey be given to gather information about the community's changing needs of the Library.

Debbie Walter announced that the Amazon room is up and running again. In one day, 35 books were sold and earned close to \$1000. The organized system of having the books stored in the pod and marked by date received has been effective.

Chip Rae recommended that the September Board meeting be held at the Library as the staff is reporting to work in the building and the Board should as well. Gail Parker said that the Board would be leading by example by meeting in the Library. Dennis said that a hybrid model of the Board meeting could be created to allow for in person meeting and virtual.

A motion to adjourn at 5:05 pm was made by Debbie Walter and seconded by Jenny Mulligan—passed.

The next meeting is September 18, 2020 at 4:00 pm.

Submitted by Ellen Collins