

July 16, 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: Collins, Corwin, Davison, Deichert, Druker, Fabiszak, Ferrin, Gilbert, Mulligan, Parker, Pool, Rae, Rogers, Ross, Talmage, Thomas and Walter.

Absent: Akkad, Arandia, Egen, Furlaud, Goren, Lipper, Schaeffer and Soriano.

A motion to approve the minutes for the June meeting was made by Gail Parker and seconded by Debbie Walter—passed.

Chairperson's Report:

- a. Authors Night 2020. Sheila Rogers announced that the Authors Night website will be completed by Monday, July 19. To date, 12 authors are scheduled to hold a remote version of Authors Night (Julie Andrews and Emma Walton Hamilton, Mike Birbiglia, Douglas Brinkley, Robert Caro, Harlan Coben, Neal Gabler, Steve Madden, Alison Pataki, George Pataki, Philip Rucker, J Courtney Sullivan and Dr Ruth Westheimer). Each zoom session will have a 40 minute interview followed by 20 minutes of questions and answers. A Library staff member will be monitoring each Zoom meeting. The cost is \$50 per slot. Since the hours of the sessions are staggered over days (Thurs, Aug 6 – Sunday Aug 10), patrons can sign up for more than one event. It is hoped that people will also donate to the Library; some hosts are donating money instead of paying for the catering costs. Sheila thanked the Authors Night committee for its hard work to create a new version of Authors Night.

President's Report:

- a. Conflict of Interest Statement and Oath of Office. Sara Davison asked that each board member print out the Conflict of Interest Statement and Oath of Office, sign and return to the library (159 Main St) or drop envelope (marked Attention: Dennis) in book drop . Amber Talmage will notarize the forms upon receipt.

Treasurer's Report: Jenny Mulligan gave the financial report. Jenny reported that as of June 30, 2020, the actual Year to Date (YTD) revenue was \$2,691,331 which is over budget by \$270,487. The June YTD expenses are \$1,498,548 which is under budget by -\$122,947. There is a net operating surplus of \$393,434 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. Total YTD disbursements are \$201, 519.65. The cost for ebooks has greatly increased this year which will require an adjustment for future budgets. Dennis noted that the solar panels installed in 2014 have been paid off and the Library can now enjoy approximately 10% savings in electrical costs in the future. A motion to approve the draft management report and disbursements was made by Rick Gilbert and seconded by Diana Deichert—passed.

YTD as of 6/30/2020

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

Children's Courtyard Report: Chip Rae reported on the progress of Children's Courtyard. This week, weeds were removed, perennials were moved and the slate was dug up. It was discovered that the sprinkler system needs to be re-worked and simplified. After the sprinkling system upgrade is completed, masons will lay the slate. The project will take

2-3 weeks to complete. The tree that exists in the courtyard might need to be moved to another location on the Library's property. Three tables with the dimensions of 4 feet by 4 feet need to be purchased. The 3 tables allow more usable outdoor space and for the necessary requirements for separation but also will be able to be joined to form a long table for future events. Umbrellas for each table are also needed. Jim Pool will look into having the tables built and Chip Rae and Rick Gilbert will look at tables and umbrellas from Hildreth's. Jenny Mulligan and Janet Ross offered to help with the project.

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

- a. Staffing update. Termination letters were sent to two employees. One employee refused to do the health assessment required and another did not report to work as directed. These employees will not be replaced. Upon re-opening, the Library will be used differently by the public and the jobs of the staff will be different as well. Dennis is working with the staff to discuss changes and requesting input from staff to make effective changes. Dennis stressed the need to take the time to make methodical and operational changes to ensure the success of the re-opening of the Library.
- b. Building update. Electrical work has been completed. Work by the plumbers begin next week to make bathroom toilets and sinks motion activated. Hand sanitizers have been installed. Plastic barriers will be installed at service desks and as dividers at public desks. Floor and wall signage with public health instructions have been received and will be placed around the library. Dennis predicts that the Library will open to the public by Monday, August 3 or Monday, August 10. For the first month, Dennis would like to open the Library with reduced hours of Monday-Saturday from 9 am - 5 pm. Two public doors will be locked. The number of people in each room will be limited, furniture will be removed and stored to allow for public distancing. The back foyer will only have one bookcase. No ipads will be in the toddler room and ½ amount of ipads will be available in the Children's room. Headphones will not be used.
- c. Service Plans. The first programs will be held outside under a tent. The tent has generously been offered by Janet Ross (43X63 foot). Approval from the Village for the use of the tent is expected. Tables and chairs will be rented from Bermuda party for programs. For children's programs, vinyl mats will be placed on ground as a way to establish the necessary separation. Other Libraries have opened with a "grab & go" system; however, the East Hampton Library plans to open and allow for all services. The necessary changes to processes-cleaning between uses, etc. will be in place. The curbside pickup which has been very popular will continue as will online programming.

Jenny Mulligan added that Kishore Setty of CIBC is willing to do a zoom meeting giving a financial update.

A motion to adjourn at 5:07 pm was made by Chip Rae and seconded by Anne Thomas—passed.

The next meeting is August 21, 2020 at 4:00 pm.

Submitted by Ellen Collins