

June 19, 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 4:03 pm.

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

Absent: Arandia, Ferrin, Furlaud, Gilbert, Mulligan and Schaeffer.

Annual Meeting:

- a. Election of Officers. Sara Davison presented the slate of new officers: Rogers – Chair, Davison – President, Egen – Executive Vice President, 1<sup>st</sup> Vice President – Walter, 2<sup>nd</sup> Vice President – Soriano, Treasurer – Mulligan, Assistant Treasurer – Ferrin, Recording Secretary – Collins, Corresponding Secretary – Parker. A motion to approve the officers was made by Janet Ross and seconded by Jim Pool—passed.
- b. Sara Davison announced that the class of 2020 will become the class of 2024 (Maureen Egen, Brooke Goren, Janet Ross, Charlie Soriano). A motion to approve the class of 2024 Board Members was made by Susan Akkad and seconded by Diana Dayton—passed.

A motion to approve the minutes for the April meeting was made by Gail Parker and seconded by Brooke Goren—passed.

Chairperson’s Report:

- a. Authors Night 2020. Sheila Rogers announced that to date, six authors are scheduled to hold a remote version of Authors Night (Julie Andrews, Robert Caro, Harlan Coben, Alison Pataki, George Pataki, Philip Rucker). The committee would like to have 10 confirmed authors. The *Purist* magazine published the first ad for Authors Night in the June edition.

President’s Report:

- a. 2021 Budget. Sara Davison reported that the Library will not hold a budget vote in September 2021. Due to the shutdown of the Library, some costs have been reduced and if necessary the contingency fund or Melissa E Morgan account can provide the necessary funds. For public relations, this decision will be publicized in the future.

Treasurer’s Report: Amber Talmage gave the financial report. Amber reported that as of May 31, 2020, the actual Year to Date revenue was \$2,394,550 which is under budget by -\$6050. The May Year to Date expenses are \$1,173,133 which is under budget by -\$118,545. There is a net operating surplus is \$1,221,417 vs the Year to Date budget. The surplus is due to the receipt of the PPP (Paycheck Protection Program) Loan of \$269,527, the fact a full time librarian left and has not been replaced and book purchasing costs and operating costs are lower. A motion to approve the draft management report and disbursements was made by Charlie Soriano and seconded by Debbie Walter—passed.

YTD as of 5/31/2020

Total Operating Revenue	\$2,111,550
Total Operating Expenses	1,173,133
Operating Surplus	938,417
Net Transfers	283,000
Net Surplus	\$1,221,417
Operating Disbursements	\$250,327.12
Other Disbursements	9,605.53
Total Disbursements	\$259,932.65

Children's Courtyard Report: Chip Rae reported on the progress of Children's Courtyard. Chip recommended completing Phase 1 of the project in the near future. Phase 1 is to restore the slate portion of the courtyard. This restoration requires the removal of weeds, digging up the slate to place stone dust beneath, fixing the sprinkler system and relaying the slate. The project would involve 3-5 days of work. Completing Phase 1 would provide useable outdoor space at a cost of no more than \$10,000. A motion to approve the funds of \$10,000 to complete Phase 1 of Children's Courtyard renovation was made by Jim Pool and seconded by Sara Davison--passed.

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

- a. Re-opening plan. Dennis thanked the Board for voting by email on the Re-opening Plan of the Library. Dennis reported that department heads of the Library reported to work last week, ten staff members reported to work this week and next week, 4 additional staff members will report. Staff is spending 50% of work week in the Library and 50% working remotely which allows for staggered schedules. Staff is required to wear masks at all times in the Library and to wear gloves when giving or receiving items from the public. Debbie Walter has acquired 40 washable masks to be distributed to the staff. Because the Re-opening plan is public policy, it requires Board approval. A motion to approve the Re-opening Plan was made by Debbie Walter and seconded by Diana Deichert—passed.
- b. Staff issues. When entering the Library, staff is required to answer four health related questions and to have his/her temperature taken. As required by the state, for contact tracing, the information is recorded. The Library is using an app to record the health information. One staff member has refused to do the health assessment. Because it is a legal requirement, the attorney for the Library has stated that by refusing to follow this directive, the employee is not meeting the requirements of the job and the staff member could be terminated.
- c. Curbside Pickup Service. Over 150 clients have used the curbside pickup service. Curbside pickup occurs in the front of the building and Dennis has ordered tents. A pod has been installed in the back parking lot to allow for returned items to be quarantined for 3 days and to be cleaned with a UV filter.
- d. Building update. Quotes will be sent for the costs to complete electrical and plumbing work to make the necessary changes to the Library before re-opening to the public. Bathroom toilets and sinks will be motion activated. Fans in bathrooms will run all day so that air is circulated out of the rooms through the roof. Hand sanitizers have been installed.

Dennis added that the staff is thankful to the Board and its support to allow the staff to work remotely.

Exactly when the Library will be open to the public is to be determined. Susan Akkad suggested that outdoor activities, especially for children, might be a way to offer programs to the public. Since many camps are not opening this summer, children's programs are much needed. Currently the restriction of only 25 people at an outdoor gathering is in place which is too small for a children's program.

The Book Sale room could open up next week. Donations have to be quarantined. Volunteers will need to use the health app upon entry.

Sara Davison reported that the only Tom Twomey Series event to be held this year will be the October Local History lecture about the restoration of the Dominy Watch Factory. The rest of the series has been canceled for the year.

A motion to adjourn at 4:58 pm was made by Gail Parker and seconded by Brooke Goren—passed.

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

Submitted by Ellen Collins