

October 16, 2020 REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD AT 4:00 PM in hybrid meeting version: online and in-person meeting.

Sheila Rogers called the meeting to order at 4:00 pm.

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

Absent: Akkad, Arandia, Ferrin, Gilbert, Furlaud and Pool.

A motion to approve the minutes for the September meeting was made by Sara Davison and seconded by Jenny Mulligan —passed.

Chairperson's Report: 2021 Calendar. Sheila Rogers reported that this year Kari Lamparter will be in charge of creating the 2021 Library Calendar. Sheila will be available for collaboration and Chip Rae has selected the photos. The East Hampton Health Care Foundation will replace the Palm as a sponsor this year.

Authors Night 2020. Sheila stated that approximately \$76,000 was earned as a result of Authors Night and a \$25,000 donation was just received. Therefore the total earned for Authors Night 2020 is close to \$101,000. Thanks and congratulations are to be given to all who worked to make Authors Night 2020 a reality. Because of the success of the new version, plans are being made to run a free mini winter version of Authors Night highlighting Allison Pataki with moderator Ken Lipper, Helen Harrison with moderator Carrie Doyle and new LVIS cookbook with Florence Fabricant.

President's Report: Sara Davison reported that the annual Christmas party for the staff has been canceled. Sara will work with Chip Rae to pick out a small gift for the staff. A note of appreciation will be attached.

Nominating Committee. Currently there are two vacant Board positions. Nominee suggestions along with a brief bio should be forwarded to the nominating committee (Sara Davison, Brooke Goren, Sheila Rogers, Anne Thomas and Debbie Walter). With the goal of having a diverse board, some beneficial qualities for a nominee include: long standing ties to the community, being a Wainscott resident, being a lawyer or having connections to the literary world.

Treasurer's Report: Jenny Mulligan gave the financial report. Jenny reported that as of September 30, 2020, the YTD revenue is \$2,538,754 vs the budgeted amount of \$2,522,920. Expenses are under budget by \$389,109. Jenny added that the Building Maintenance Fund has covered \$68,386 for Covid 19 related upgrades as well as expenses for the Children's Courtyard project. A motion to approve the draft management report and disbursements was made by Sara Davison and seconded by Chip Rae—passed.

YTD as of 9/30/2020

Total Operating Revenue	\$2,507,455
Total Operating Expenses	1,796,702
Operating Surplus	710,753
Net Transfers	283,000
Net Surplus	\$993,753
Operating Disbursements	\$227,182.82
Other Disbursements	27,286.70
Total Disbursements	\$254,469.52

Children's Courtyard Report: Chip Rae reported on the progress of Children's Courtyard. Chip Rae reported on the progress of Children's Courtyard. Marder's cleaned the furniture and will store it for \$2,100. (This fee for furniture maintenance has been paid to Marder's and is not part of the renovation project costs.) Thanks to the generous donations from Board members, \$3375 was raised to cover the cost of tables. \$1200 of the amount raised will be used for umbrellas or a shade awning like the one used in the main courtyard. Currently, white plastic chairs are being used. For the remaining portion of the courtyard, the architect, Lee Skolnick, proposed three designs. Chip and Dennis

Fabiszak asked for one more design. Once the 4<sup>th</sup> design is received, the presentations will be shared with the Building and Grounds committee.

Book Sales: Debbie Walter stated that there have been many donations and sales have been brisk including one \$500 sale for a set of books. Gail Parker added that she is very appreciative of the custodial staff for all the book boxes that they transport. Dennis reported that the book sale income is now broken down into different categories on the financial reports.

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

- a. Building Update. Work by Essay Plumbing in the bathrooms is almost completed. Sheetrock, spackle and painting will be done around the newly installed drinking fountains. By the end of October, the shade sail will be removed and stored.
- b. Staffing Update. Sonia Garcia is a newly hired bilingual part-time clerk who will work at the front desk.
- c. Other Covid related Updates. The small study carrels located in the book stacks will be opened up to the public. After discussion with Department Heads, it was decided that the best hours to extend would be from Monday-Thursday from 5:00 to 7:00 pm. These hours are helpful to working patrons and college students. It is hoped to arrange the staff hours to begin the new schedule by October 26, 2020.
- d. Services related to local schools. Libby Overdrive now has a service for students, Sora. Sora has ebooks and audiobooks available for students using the same code used in the school. A training video will be made to launch Sora first at Springs School. The East Hampton schools will be approached next. The East Hampton Library staff has been working to help create new library accounts for students.
- e. Old Whaler's Church. Andrea Meyer and Dennis visited the Old Whaler's Church to investigate adding the records to the digital archives of the Long Island Collection (LIC). The archives will include records of births, deaths, marriage and minutes. This information will tie in with the Whaler's Log that the LIC already has archived. The LIC is looking for a software program that will be more efficient for storage of information offsite and that will reduce the number of staff hours necessary for scanning.

Steven Spataro created a very successful international Zoom program about T.E. Lawrence.

Attendance in the library has increased. Dennis will email the counts of patrons that are entering and using the Library. Some inside programs will begin. For example, in the Children's room, the Lego club can begin. Long tables which allow for separation and Legos for each child will be used. At the end of the program, the Legos will be boxed and will have enough time to quarantine before the next Lego session.

A motion to adjourn at 4:59 pm was made by Jenny Mulligan and seconded by Chip Rae—passed.

The next meeting is November 20, 2020 at 4:00 pm.

Submitted by Ellen Collins