

September 18, 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 4:01 pm.

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

Absent: Arandia, Furlaud and Lipper.

Investment Committee Report with Kishore Setty of CIBC. Via Zoom, Kishore Setty provided an overview of the investments managed by CIBC. CIBC has managed investments for the East Hampton Library for the past five years. Kishore stressed the fact that the economy is not the same as the market. Some of the big capital companies such as Facebook, and Amazon have done exceedingly well whereas medium stock companies have experienced a downturn. Kishore noted some worrisome factors regarding investing including: China and US relations; the delay of the passing of the fiscal package by the US government due to political infighting; and the upcoming election. On the other hand, there are positive factors such as: consumer confidence; savings; improving health trends; schools re-opening; and merger acquisitions increasing because of low interest rates. With these economic trends, CIBC is continuing with similar allocations in different sectors used in the past. The current income from investments during the year 2020 is approximately \$131,650; investments are 1.8% ahead of the 60/40 Blended Benchmark. The detailed investment report was sent by email to all Board members.

A motion to approve the minutes for the August meeting was made by Sara Davison and seconded by Rick Gilbert — passed.

Chairperson's Report: Authors Night 2020. Sheila stated that \$74,453 has been received as a result of Authors Night and approximately \$35,000 more is expected. Because of the success of the new version, there is a possibility to create a mini winter version of Authors Night with four or five authors.

In Plain Sight Project. Sheila reported that she attended an In Plain Sight Project Zoom conference. This Zoom conference will be uploaded to the East Hampton Library youtube account. In the conference, David Rattray and the representative of the Sylvester Manor House, Donna Marie Bonds, explained that over 300 enslaved people of the past living in East Hampton Town have been identified. Sheila requested that Board members offer research assistance in the Long Island Collection (LIC) to learn more about the enslaved people in East Hampton. Interested Board members should contact Dennis Fabiszak or Andrea Meyer of the LIC. Dennis added that the Library would like to undertake the scanning the East Hampton Town Records and would upload them to them to the data base that would be available to the public. In addition, this project could be used as a "how to" research package to be replicated in other parts of the country. Dennis noted that these documents will be extremely useful to the In Plain Sight project as some of the town records of the past were handwritten and list slaves as property.

Treasurer's Report: Jenny Mulligan gave the financial report. Jenny reported that as of August 31, 2020, there is a net operating surplus 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. Approximately \$70,000 has been spent to install the necessary Covid safety features. A motion to approve the draft management report and disbursements was made by Brooke Goren and seconded by Jim Pool— passed.

YTD as of 8/31/2020

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. With labor and supplies, the costs came in under the budgeted amount of \$10,000 at \$9,500. Phase 2 of the project is in the planning stages. Chip and Dennis met with architect, Lee Skolnick, and asked for suggestions for the remaining 300 square feet of the courtyard. The goal is have a design that would be an extension of the interior of the Children's Room with colorful, interactive, whimsical features and a handicap accessible ramp. Chip said that he was impressed with the look of the astroturf installed at the Amagansett IGA. Future plans for Phase 2 will be presented to the Building and Grounds committee.

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

- a. Building Update. Work by Essay Plumbing to make bathroom toilets and sinks motion activated has been completed. Three quarters of the touchless water fountains have been completed. The new water fountains tally the number of times that re-usable travel drinking mugs are used. Dennis would like to find replacement doors for the Bendheim room and the Children's Room to make them emergency exit doors only.
- b. Staffing Update. Two reference librarians have been hired and one children's room librarian has also been hired. Scott Raynor is now working full time in the IT department.
- c. Sick Leave Policy. Because the East Hampton Library is an association library, it is required to give sick time to part time employees. A part time employee earns one hour of sick time for every 30 hours worked. This accrual will begin in September and go into effect in January 2021. The amount of sick time that can be accrued per year is 40 hours. Dennis will provide the new sick leave policy for review at the next meeting. The policy will also include the reasons that sick time can be used by all employees.
- d. Employment Tax Deferral. The East Hampton Library will not use the employment Tax Deferral program.
- e. Digital Long Island Collection. The assessor's office will donate all of the "old filed maps" to be scanned and put online for the public. These documents will be helpful for lawyers for tax assessments and also will show the history of the change in ownership and the use of the land. It is recommended that the materials be uploaded using a crowd sourcing platform which allows the public to add to the data base.

Dennis stated that the staff has been very dedicated and very appreciative of the recent raises received. He shared a thank you note from Andrea Meyer addressed to him and the Board of Directors. She wrote: "It means a lot to know I am being paid at a rate comparable to other librarians/archivists on Long Island and it makes it much easier for myself (and other staff members) to feel comfortable committing to and planning to stay here long term." She added that she feels "more confident about our ability to attract and hire future staff."

Gail Parker announced that the Amazon room has sent many boxes of books to Better World and is curious how much money is generated from this service. Dennis will provide the information at the next meeting.

Dennis and Amber Talmage are working on the 2021 budget. Based on the 2020-21 budget, it can be expected to have a surplus of \$300,000. \$125,000 will need to be kept in the contingency fund. The library is in a good financial position. No taxes will be received because the September vote for tax increase has been cancelled this year. An ad announcing that there will be no vote for tax increase as well as other information about the Library's programs will appear in next week's *East Hampton Star*. Dennis will share a copy of the ad via email.

Because of many recent staff changes, Dennis will provide Board members with an updated staff list with pictures.

Dennis also shared a placard notice placed in a library book from 100 years ago (near the date of the influenza pandemic of the past) in which it stated that any book that had been in contact with an infected person or household will be considered a lost book. This information provides a timely connection with the current pandemic of Covid 19. Dennis will share with the *East Hampton Star* as a possible story idea. Susan Akkad suggested that it a bigger news item than just local.

A motion to adjourn at 5:24 pm was made by Brooke Goren and seconded by Janet Ross—passed.

The next meeting is October 16, 2020 at 4:00 pm.

Submitted by Ellen Collins