

January, 22, 2021 REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD AT 4:00 PM via virtually via Zoom.

Sheila Rogers called the meeting to order at 4:03 pm.

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

Absent: Akkad, Egen, Furlaud, Lipper, Ross and Schaeffer.

A motion to approve the minutes for the December meeting was made by Jenny Mulligan and seconded by Charlie Soriano —passed.

Chairperson's Report:

Sheila Rogers announced that Authors Night 2021 will be held remotely. A list of possible authors is being generated. If book publishers are in the position to donate authors' books, books will be sold.

There is no February board meeting.

President's Report:

Suffolk Cooperative Library System (SCLS) Board Trustee Training online sessions. On February 16 & 18, 2021 from 5:00-6:00 pm, SCLS will conduct a two part training session for East End Association libraries. Board members are encouraged to participate. Notify Dennis Fabiszak if interested.

Sheila Rogers and Sara Davison reminded board members to update bios for Library website.

Treasurer's Report: Jenny Mulligan gave the financial report. Jenny reported that as of December 31, 2020, the YTD surplus of \$224,251 is due largely to the receipt of the PPP loan, fewer employees during the summer, less programming expenses, lower costs for utilities and fewer expenses for fundraising events. This amount will be transferred to the contingency fund which will total approximately \$750,000. A motion to approve the draft management report and disbursements was made by Patti Ferrin and seconded by Rick Gilbert—passed.

YTD as of 12/31/2020	
Total Operating Revenue	\$ 2,695,965
Total Operating Expenses	2,622,714
Operating Surplus	73,251
Net Transfers	151,000
Net Surplus	224,251
Operating Disbursements	209,842
Other Disbursements	3,067.48
Total Disbursements	212,909.48

Dennis described the hugely popular memoir writing program taught by Andrew Visconti. Because of the popularity of the program, there is the possibility of offering an advanced memoir writing class and a memoir writing class aimed at a younger age group (30-50 years old). There is also the idea of tying in this class with a LTV program in the future. Jenny suggested having Andrew Visconti an interviewer of an author of a memoir for Authors Night. Sheila proposed creating a memoir writing or history writing class with the topic of living with COVID-19. Debbie Druker added that this project could be connected with the EH Historical Society.

Book Sales: Debbie Walter stated the library sold 2 books, one signed by Truman and the other by LBJ. These books were put on ebay by Steve Spataro and were sold for a total of \$975. Book sale profits from last year totaled \$37,200.

Children's Courtyard Report: Chip Rae reported on the progress of Children's Courtyard. Four bids for construction were received for the proposed design by architect, Lee Skolnick, in amounts ranging from \$416,000 to \$559,000. The Building and Grounds Committee met and concluded that a more conservative amount of approximately \$50,000 should be dedicated to the project. The committee will meet again to decide the next steps.

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

- a. Update to Sick Leave Policy. Dennis explained that part-time employees began accruing sick time on September 30. Full-time employees receive sick time upfront at the beginning of each year; Dennis suggested giving sick time upfront to the part-time employees as well. In addition, the dictates of what sick time can be used for will be the same for full-time and part-time employees. Dennis will present a draft with these updates for the next board meeting.
- b. Digital Long Island Collection (LIC) software system. Dennis and Andrea Meyer researched a software system that can be easily used and will store large amounts of data. Currently the LIC uses two different systems to store data. The company, Timb, supplies a service now used by museums, university libraries and science institutions. The data is stored in the Amazon cloud. With this system, the staff can easily upload far more material to be made available to the public. Crowdsourcing uploads is another feature. The cost to the EH Library would be \$38,000 for the first year and \$23,000 for years 2-5. There is a possibility that there could be a discount if EH Library serves as the first public library exemplar using system. A donation of \$25,000 dedicated to the LIC could be applied to the costs. A motion to approve entering a contract with Timb was made by Jim Pool and seconded by Rick Gilbert —passed.
- c. Covid Update. Two full time employees tested positive for Covid. The EH Library shut down for two days and then for another week to alleviate the concerns of the staff about possible exposure.
- d. Enhanced Social Distancing Rules. The Department heads met and created more social distancing rules so that the staff do not ever have concern for exposure. Other libraries are opening for in-house programs on March 1. Dennis stated that April 1 would be the earliest date for EH Library as he does not want to relax the health and safety rules in place. Dennis will question the staff at the next staff meeting about the necessity of quarantining materials. Previously a staff member who tested positive was required to quarantine for 14 days but the Department of Health has changed the amount of required quarantine days to 10 and no test is required if symptom free for 3 days. This does not waste tests. The EH Library will ask that staff quarantine for 14 days and be symptom free for 7.

Sheila Rogers thanked the Board for their hard work. If anyone wants to be more involved, contact Sara.

A motion to adjourn at 5:05 pm was made by Brooke Goren and seconded by Gayle Parker—passed.

The next meeting is March 19, 2021 at 4:00 pm.

Submitted by Ellen Collins