

March 21, 2021 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 4:00 PM.

Present: Akkad, Arandia, Collins, Corwin, Davison, Deichert, Druker, Egen, Fabiszak (Executive Director), Gilbert, Goren, Ferrin, Mulligan, Parker, Pool, Rae, Rogers, Ross, Schaeffer, Soriano, Talmage- (Business Operations and Human Resource Officer), Thomas and Walter.

Absent: Lipper.

A motion to approve the minutes for the January meeting was made by Rick Gilbert and seconded by Debbie Walter—passed.

Chairperson's Report: Sheila Rogers reported that she was contacted by Laura Gretz with the request to use the Library's Main Reading Room and Garden on a Friday evening (after Library hours) in October to honor the 25<sup>th</sup> anniversary of her parents. Randy Gretz, her father, has donated generously to the Library over the years. The Board agreed to the request. José Arandia recommended that the Board take up the discussion about the use of the Library for private events in the future.

President's Report:

- a. Board Member Training. Sara Davison stated that many Board members attended the Suffolk Cooperative Library System (SCLS) Board Trustee Training online sessions in February. Sara reported that the training sessions were very informative. As a result of information learned in the training, all Board meetings will now contain a Personnel Report and the Board will ratify personnel appointments.
- b. Nominating Committee. There are three Board vacancies. The nominating committee met on March 10, 2021 to discuss 11 possible nominees. It is hoped that at least one position will be filled. A representative from Springs and Wainscott would be beneficial.

Treasurer's Report: Jenny Mulligan gave the financial reports. Jenny reported that as of the end of January, revenue was down \$201,435, mainly due to the fact that the tax revenue from Wainscott school district had not been received. Jenny added that the Society Membership (Annual Funds Donation) is up \$12,000 vs budget and a donation from Patti Kenner was received for last year's Authors Night. Anne Thomas asked that a list of people donating \$250 or more to the Library be shared with monthly reports so that Board members can personally thank people. Expenses were down \$21,057. A payment to unemployment benefits is being challenged due to a fraudulent unemployment claim. A motion to approve the draft management report and disbursements for January was made by Charlie Soriano and seconded by José Arandia—passed.

At the end of February, revenue was up \$17,663 vs budget. The Wainscott school district revenue was received and Society Membership was up another \$1000 since January. Expenses were under \$49,750. The once a year expense for overdrive services for ebooks and audiobooks to SCLS was \$98,070 and the administrative fee was \$510 making the total paid \$98,580. A payment of \$5,600 was made to Skolnick Architects for costs of the budget work-ups for construction for Children's Garden. Jenny also reported that Fidelity investments are up about \$260,000 since January. Sheila added that the total sum of investment assets is an impressive \$11,235,780. A motion to approve the draft management report and disbursements for February was made by Brooke Goren and seconded by Susan Akkad—passed.

YTD as of 1/31/2021

Total Operating Revenue	\$1,831,472
Total Operating Expenses	190,376
Operating Surplus	1,641,096
Net Transfers	559,000
Net Surplus	\$2,200,096

Operating Disbursements	\$ 195,379.84
Other Disbursements	3,108.97
Total Disbursements	\$ 198,488.81

YTD as of 2/28/2021

Total Operating Revenue	\$2,073,399
Total Operating Expenses	470,825
Operating Surplus	1,602,574
Net Transfers	559,000
Net Surplus	\$2,161,574

Operating Disbursements	\$ 284,703.05
Other Disbursements	5,600.00
Total Disbursements	\$290,303.05

**Pension Plan Report:** The pension plan document must be updated every 7 years. The next scheduled update is 2022. Jenny has requested that a pension plan committee be set up to evaluate pension fund investments and expenses. A plan review will be scheduled at a later date. The pension contributions to eligible employees for 2021 will be \$97,952.52; of this \$96,826.94 will be paid into participant's accounts and an additional \$1,125.58 as insurance premiums for several employees. In many prior years, forfeited funds were given to the employees who participate in the plan. For the 2021 contribution, it was decided that the slightly more than \$3,000 forfeiture amount be divided equally; one half will be given to employee accounts and one half will be used by the Library to reduce the Library's contribution to the Plan. A motion was made by José Arandia and seconded by Jenny Mulligan to approve this recommendation—passed.

**Children's Garden:** Chip Rae stated that the Building and Grounds Committee met two times in February and decided that \$75,000 would be the total amount dedicated to phase 2 of the Children's Garden. The \$75,000 will cover the costs of the construction of the ramp, soft surface coverage, drainage, children's chairs and tables. A company in North Carolina has been found that sells colorful whimsical figures to be added. It is hoped that there will be donations received of plants needed for the garden and that the Garden Club will provide input for appropriate plantings. A motion to approve phase 2 of the Children's Garden for \$75,000 was made by Sara Davison and seconded Jenny Mulligan was made—passed.

An additional \$25,000 was recommended to finalize the Patio side. This will include adding a sail cloth shade, chairs, planters and plants. To complete the patio side of the garden, Chip located lightweight teak chairs with mesh seats from Thayer's to go with the tables already purchased. Twelve chairs at a cost of \$295 each will be purchased. A motion was made by Jenny Mulligan and seconded Patti Ferrin to approve of finishing the patio portion of the Children's Garden for \$25,000 and that no more than \$100,000 total will be spent to complete both portions of the Children's Garden—passed.

**Book Sales:** Ellen Collins stated that the Book Sale room had a successful January and February. Steve Spataro also has sold books on ebay.

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

- a. **Personnel Report.** Dennis Fabiszak reported that Joshua Vargas has been hired as a new page. Amber Talmage received a promotion and has a new job description. She will now have a combined role of Business Operations and Human Resource Officer. A motion to approve the appointment of Joshua Vargas and Amber Talmage's promotion was made by Rick Gilbert and seconded by Gail Parker—passed.
- b. **Sunday Hours.** The library will have Sunday hours beginning on April 11.

- c. New Policies. The Department of Education has revised what policies must be posted on the website. Dennis shared the following policies that must now appear on the website: Code of Ethics; Disaster Plan; Internet Usage Policy; Open Meetings and Public Participation at Library Board Meetings. In addition, Dennis shared draft policies that have been created at the request of the Personnel Committee: Anti-Nepotism Policy; Anti-Fraternization Policy. The new policies are not required to be shared on the website but will appear. A motion to approve all of the policies was made by Charlie Soriano and seconded by Diana Deichert—passed. Dennis added that the Board agenda must appear on the website one week before the scheduled meeting and that the minutes will be posted two weeks after a meeting.
- d. Annual Report. Dennis must submit the Annual Report to SCLS by March 31. Notify Dennis of any changes to the Annual Report by March 26. A motion to approve the filing of the Annual Report to SCLS was made by Sara Davison and seconded by Jenny Mulligan—passed.
- e. Board/Staff Survey. Dennis shared the results of survey recently completed by the Board and Staff. The information learned from the survey will help in the Long Range Plan. What the survey highlighted was the need to educate the public, the Staff and the Board about ongoing programs. One way is for staff and the Board to partake in more programs that the Library offers so that they can be ambassadors to the public about the Library's many offerings. The Board and Staff agreed on many items deemed important to the Library. English Language programs were considered important by both the Staff and the Board. Dennis explained that it is an expensive program that was not well attended and that other organizations in town offer the English classes. Exercise programs were listed as a possible cut even though the exercise programs are some of the most well attended programs offered. One item not agreed upon was the importance of group computer instruction. The staff thought it was a program that could be cut whereas the Board thought it was an important program.

A motion to adjourn at 5: 22 pm was made by Chip Rae and seconded by Debbie Walter—passed.

The next meeting is April 16, 2021 at 4:00 pm

Submitted by Ellen Collins