

April 16, 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: Collins, Davison, Deichert, Druker, Egen, Fabiszak (Executive Director), Gilbert, Goren, Ferrin, Lipper, Mulligan, Parker, Pool, Rae, Rogers, Ross, Schaeffer, Talmage (Business Operations and Human Resource Officer), Thomas and Walter.

Absent: Akkad, Arandia, Corwin and Soriano.

A motion to approve the minutes for the March meeting was made by Rick Gilbert and seconded by Jim Pool—passed.

Chairperson's Report: Donation List. Sheila Rogers reported that she had shared with the Board the list of donations received since January 1, 2021. Sheila explained that even if the donation received for the End of the Year appeal was dated Dec 31, 2020, the donation is not reported until the amount is deposited into the Library's account. Some donations were received in honor of the highly popular instructor for the Memoir Writing Course, Andrew Visconti.

Quorum. Since 2015, the quorum number of attendance for Board meetings has been set as 9. The Library's attorney has advised that the New York State Education Law stipulates that the quorum necessary at meetings is the majority of the Board. When the Board begins to meet again in person, attendance is vital to ensure a majority. The by-laws will be updated accordingly. A motion was made to amend the by-laws to set the quorum number to the majority of the Board by Rick Gilbert and seconded by Gail Parker—passed. The by-laws will be updated accordingly.

President's Report: Sara Davison stated that the Nominating Committee will meet to discuss nominees before the May Board meeting.

Treasurer's Report: Jenny Mulligan gave the financial reports. Jenny reported that as of the end of March, revenue was up \$28,961 vs budget due to an increase in investment income, donations and receipt of an Authors Night donation. Expenses were down \$177,312. There is a surplus of \$206,273 vs budget. The biggest expense of \$95,701.35 was made to the pension plan. After discussion regarding our interest income and investment accounts, Ken Lipper has offered to contact CBIC, our investment consultant, in order to review the current holdings and objectives.

A motion to approve the draft management report and disbursements for March was made by Gail Parker and seconded by Sara Davison—passed.

YTD as of 3/31/2021

Total Operating Revenue	\$2,108,653
Total Operating Expenses	740,788
Operating Surplus	1,367,850
Net Transfers	559,000
Net Surplus	\$1,926,850
Operating Disbursements	\$ 268,407.93
Other Disbursements	40,850.00
Total Disbursements	\$ 309,257.93

Book Sales: Debbie Walter stated that the Book Sale room has earned twice as much as was earned last year at this time. Gail Parker added that Steve Spataro also has sold books on ebay. According to Dennis, donated CDs have been used to make crafts. There is a huge supply of free books in the Baldwin room; Sheila said that the health care center could offer some of the free books to its patrons.

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

- a. Personnel Report. Dennis Fabiszak reported that Sophia Rodriguez has been hired as a new page. A motion to approve the appointment of Sophia Rodriguez was made by Brooke Goren and seconded by Patti Ferrin—passed.
- b. Courtyard/Children's Garden Project. The drywells were located in the garden and are now marked on the architectural drawings. The drywells are necessary for the drainage passageway for the rubberized surface that will be installed in the Children's Garden. Installing the base for the ramp and the rubberized surface will be scheduled in the near future. It is hoped that the Children's Garden will be able to be used by early summer.
- c. Updated Covid Rules for Staff. Dennis shared the updated Covid rules. The rules are broken down into 2 sections-Fully Vaccinated Staff and Not Fully Vaccinated.
- d. Public Health Emergency Plan. According to Dennis, by April, all public entities have to submit a plan to the State as to how to deal with a future pandemic. The plan lists the essential services in order: Administrative Office; Informational Technology; Business Office; Reference; Programs; Cleaning/Maintenance; Lending of physical items. Dennis will post the Draft plan on the Library's website.

Ellen Collins added that the scholarship applicants were outstanding and that the Young Adult Librarians were praised by the applicants.

Dennis stated that memories of the Covid pandemic will be recorded in 2-3 minute stories with a photo using the portal, Memria. The stories will be embedded into the Library's website so that the public may view them. Andrew Visconti would be helpful in organizing the project. Debbie Druker said that the Historical Society is collecting items that represent the pandemic.

A motion to adjourn at 4: 56 pm was made by Brooke Goren and seconded by Janet Ross—passed.

The next meeting is May 21, 2021 at 4:00 pm

Submitted by Ellen Collins