

June 18, 2021 REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD AT 4:00 PM online.

Sara Davison called the meeting to order at 4:01 PM.

Present: Akkad, Arandia, Collins, Davison, Deichert, Fabiszak (Executive Director), Ferrin, Gilbert, Goren, Parker, Pool, Ross, Schaeffer, Talmage (Business Operations and Human Resource Officer), Thomas and Walter.

Absent: Corwin, Druker, Egen, Lipper, Rae, Rogers and Soriano.

A motion to approve the minutes for the May meeting was made by Jim Pool and seconded by Brooke Goren —passed.

Chairperson's Report: Dennis Fabiszak reported for Sheila Rogers.

- a. Bronze Plaque for Children's Addition. A bronze plaque for the Children's Room will cost approximately \$4,000. The plaque will list the donor's names in perpetuity. The cost of the plaque can be covered by money from the Building and Maintenance Fund.
- b. Authors Night. There will be 12-20 virtual events over 4 days beginning on August 12. Zoom has a new version that is more like a webinar for the virtual sessions. Board members are encouraged to sign up for virtual events. A list of confirmed authors is already posted on the Library's website. Susan Akkad suggested that there be a way to donate money easily after attending a virtual event. This year there will also be an in-person event under a tent on the Library's grounds on Saturday, August 14, 2021. Approximately 20 authors will be in attendance. There will be a bar and pre-packaged snacks available. Only 200 tickets will be sold at a cost of \$150. There will be no Children's Fair this year but a children's performance under the tent is planned for August 15, 2021. More information about Authors Night will be sent to Board members before the July Board meeting. Amy Levin Schaeffer and Sheila Rogers are also working to create other virtual ticketed events on other dates. Dennis added that Herrick Park might be the location of the Authors Night 2022.

President's Report:

- a. New Board Committee Assignments. Sara Davison shared the new committee assignments. The list of committees will be emailed to Board members and all members are asked to review the assignments. Any questions or concerns should be directed to Sara. Sara also asked that an ad-hoc committee be created to discuss the use of the Library building by outside groups. José Arandia will chair this committee. Other committee members are Jim Pool, Sheila Rogers, Dennis Fabiszak and Laura Tarbet, a local lawyer.

Treasurer's Report: Rick Gilbert gave the financial reports. Rick commended Jenny Mulligan's skillful handling of treasurer duties in the past. Rick reported that as of the end of May, revenue was up \$59,970 vs budget. Expenses were down \$132,378. There is a net operating surplus of \$192,348.

A motion to approve the draft management report and disbursements for May was made by Brooke Goren and seconded by Debbie Walter—passed.

YTD as of 5/31/2021

Total Operating Revenue	\$2,171,297
Total Operating Expenses	1,255,478
Operating Surplus	915,819
Net Transfers	559,050
Net Surplus	\$1,474,869
Operating Disbursements	\$194,712.67
Other Disbursements	17052.21
Total Disbursements	\$211,764.88

Book Sales: Debbie Walter stated that the Book Sales are slowing down but some books have been sold at a high price. The Book of Rap T-shirts sold for \$400 and a cookbook sold for \$75. Many of the free used books have been cleared out because programs will begin to be held again in the Baldwin room. Gail Parker thanked the tech department and Dennis for installing another computer in the Book Sale room; more work can be done by the Book Sale committee.

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

- a. Personnel Report. Dennis Fabiszak reported that Kyle Fichtner was promoted to Senior Librarian; Sofia Garcia is a full time employee in circulation; Tina Ambroseccia will be working in circulation and other departments. Victoria Field from the circulation department and Santiago Calle, a custodian, have resigned. A motion was made to approve the promotion of Kyle Fichtner, the appointments of Sofia Garcia and Tina Ambroseccia, and to accept the resignations of Victoria Field and Santiago Calle was made by Brooke Goren and seconded by Gail Parker—passed.
- b. 2022 Budget. Instead of 4.5% tax increase; the amount to be requested will be 3%. A real Authors Night in 2022 and Children's Fair is planned which will increase necessary revenue. Book sales profits are listed at \$50,000. Amazon reports income differently now and the expenses for sales have increased. There is a possible cost of living raise for employees and some raises will be given. It is predicted that health insurance costs will increase 8%. There are two additional Melissa E Morgan scholarship winners and the cost of the scholarships has been added to the budget. A part time clerical position will be created in the Long Island Collection. The budget vote will occur on September 25, 2021 at the East Hampton Library. With a 3% tax increase, the average household will pay \$3.81 more per year. A motion to approve the proposed budget for 2022 was made by Jim Pool and seconded by Brooke Goren—passed.
- c. Mask Rules and Library Programs. The governor lifted restrictions and the NY CDC states that no masks are required in buildings starting Monday, June 21, 2021. Therefore, the Library will not require masks beginning on June 21, 2021. There will be signs stating that masks are recommended for non-vaccinated patrons and thank you for keeping the community safe. Chairs and computers are being returned to the building and the coffee machine will be turned on. Programs will begin to be held in the building; virtual meetings will still be held as well. Curbside pick-up will continue. It is possible that the pod will be removed. Until Labor Day, the limit of people in the Bendheim room is 25 and the Baldwin room is 100. A motion was made to lift the mask mandate and to the limit the attendance in the Bendheim room to 25 and the Baldwin room to 100 people was made by Brooke Goren and seconded by Gail Parker---passed. The attendance limits will be reconsidered after Labor Day.
- d. LTV Archive Project. Anne Thomas approached Dennis with a request from LTV to help in managing its archives in the future. LTV has prioritized 20,000 articles in terms of age, fragility and importance. The historical items (approximately 10%) would be useful additions to the Long Island digital Collection. This collaboration with LTV will allow the Library's digital archive to expand. An archivist would need to be hired for one year to catalogue the information and funds would need to be raised to cover the costs. Some of the projects could be underwritten by interested parties. Anne Thomas and Brooke Goren will be working on establishing the project.
- e. Children's Garden Project. The building permit was received June 16, 2021. Masons will begin work on June 30.
- f. Main St/Buell Lane intersection project. Because so many accidents have occurred at the Main St and Buell Lane intersection, the NY state must address the problem and make changes. In the discussions with the Village and the State engineers, the East Hampton Library and Guild Hall were represented too since the changes proposed affect traffic patterns and parking. Dennis shared ideas proposed by the State which include different versions of roundabouts or installation of traffic lights. One of the designs suggested by Dennis has been sent to the State for review. Dennis' plan includes traffic lights at the intersection of Buell Lane and Main Street and closing off Dunemere Lane. His design also allows for a crosswalk between the Library to Guild Hall. In Dennis' plan, no parking spots in front of the Library would be lost. The State will make the final decision.

Dennis reported that two HVAC units have to be replaced. The approximate estimate from Kolb is \$48,000. Rick Gilbert asked that another estimate be obtained. A motion to pre-authorize the HVAC replacement using the less expensive estimate was made by Rick Gilbert and seconded by Brooke Goren—passed.

A motion to adjourn at 5: 13 pm was made by Brooke Goren and seconded by Debbie Walter —passed.

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

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