

May 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, Fabiszak (Executive Director), Gilbert, Goren, Lipper, Parker, Pool, Rae, Rogers, Ross, Schaeffer, Talmage (Business Operations and Human Resource Officer), Thomas and Walter.

Absent: Egen, Ferrin and Soriano.

A motion to approve the minutes for the April meeting was made by José Arandia and seconded by Anne Thomas — passed.

Chairperson's Report:

- a. Presentation of Al Coster of Baldessari & Coster, LLP, independent auditor. Al Coster reported that no internal control recommendations were made to the Library after the yearly audit; the Library follows the necessary rules and has appropriate checks and balances in place. The budget had many variances this year due to the impact of Covid. A motion to approve the audit was made by Debbie Walter and seconded by José Arandia — passed.
- b. Authors Night. This year, the Authors Night committee has focused on holding a remote event over a period of a few days, beginning August 12. Now, the committee is working to hold a scaled down version of Authors Night too. The event will be held under a tent on the Library's grounds on Saturday, August 14, 2021. Approximately 25 authors will be in attendance. There will be no dinner parties arranged and there will be no food tent. Sheila thanked the Authors Night committee for their hard work.
- c. Monthly Donors. The list of donors is now included in the monthly packet.
- d. Updated By-Laws. The updated by-laws are posted on the Library's website, under the section, "About". By-laws should be reviewed every few years.

President's Report:

Annual Meeting. Sara Davison called to order the Annual Meeting. She shared the Library's handwritten minutes from the 1918 flu epidemic and concluded that the Library is continues to provide a long and valued service to the community.

Nominating Committee. Sara Davison reported that the class of 2021 (Susan Akkad, Debbie Druker, Patti Ferrin, Ken Lipper, Amy Levin Schaeffer and Sheila Rogers) will stand for re-election and will become the class of 2025. Election of new officers: Rogers — Chair, Davison — President, Walter — Executive Vice President, 1st Vice President — Soriano, 2nd Vice President — Rae, Treasurer — Gilbert, Assistant Treasurer — Ferrin, 2nd Assistant Treasurer — Pool, Recording Secretary — Collins, Corresponding Secretary — Parker. Non-voting Officer — Fabiszak. A motion to approve the election was made by Sheila Rogers and seconded by Gail Parker—passed. According to Sara, Isabel Furland and Jenny Mulligan have resigned from the Board. The Board greatly appreciates their service to the Library. There are Board vacancies. The nominating committee has met with candidates and some candidates have started to be involved in Library committees.

A motion to conclude the Annual Meeting was made by Brooke Goren and seconded by Rick Gilbert — passed.

Treasurer's Report: Amber Talmage gave the financial reports. Amber reported that as of the end of April, revenue was up \$54,449 vs budget. Expenses were down \$104,270.

A motion to approve the draft management report and disbursements for April was made by Sara Davison and seconded by Diana Deichert—passed.

YTD as of 4/30/2021

Total Operating Revenue	\$2,152,157
Total Operating Expenses	1,070,944
Operating Surplus	1,081,213
Net Transfers	559,050
Net Surplus	\$1,640,263
Operating Disbursements	\$324,617.90
Other Disbursements	18,278.00
Total Disbursements	\$342,895.90

Book Sales:

Debbie

Walter stated that the Book Sale room is receiving fewer donations probably people enjoying being outside in the spring time instead of cleaning out books inside the house. Books have been donated to the health care center and there is still a large supply of free books in the Baldwin room. Gail Parker suggested posting a picture of the books available on the Library's Facebook page and asked that Board members share the post. In addition, Dennis said that he would post the same on Bonac Free Cycle.

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

- a. Personnel Report. Dennis Fabiszak reported that there were no changes in personnel during the month of April. However, in May, Kyle Fichtner was promoted to Senior Librarian and will be supervising the pages.
- b. Scholarship Committee. This year, the applicants for the Melissa E Morgan scholarship were outstanding. Instead of awarding 5 scholarships, an additional 2 scholarships were added by Library pick making a total of 7 scholarships for this year. Gail Parker suggested that the scholarship committee meet before next year to review the selection process.
- c. Courtyard/Children's Garden Project. To continue the project, a building permit is needed. It is hoped that the site plan that is necessary to receive the building permit will be received in the near future and that work can be continued so that the Children's Garden will be able to be used by July. A pop up tent will be used to provide shade in the Adult section until a shade sail can be installed.
- d. Increased seating and computers. Dennis will have more computers available for patrons and will increase seating in areas that are well ventilated.
- e. Seed Library. Allison Fabrizio and Rebecca Voisich in the Children's Room have created a seed library drawer. Seeds have been donated by Green Thumb and other local businesses and seeds have also have been purchased, thanks to donations. Books about growing plants are available. The Seed Library had an impressive launch; on one day, 67 seed packets were picked up.

At the June Board meeting, the decision on how to adopt the CDC and NY state government's resolutions for lifting restrictions will be discussed. In the meantime, the protocols currently used in the Library will be maintained. A motion to re-address the Covid protocols at the June Board meeting was made by Brooke Goren and seconded by Rick Gilbert – passed.

Dennis will share the draft budget report with some explanations for big changes. At the June Board meeting, the revised version will be presented. There will likely be a tax increase of approximately 4.5%.

Dennis shared a story of a man whose life was changed because of the help of some librarians. Because of their help, the man received the necessary benefits due to him.

Rick Gilbert noted that the extraordinary efforts of the staff should be recognized.

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

The next meeting is June 18, 2021 at 4:00 pm

Submitted by Ellen Collins