

October 15, 2021 REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD AT 4:00 PM.

Sheila Rogers called the meeting to order at 4:00 PM.

Present: Collins, Davison, Deichert, Druker, Fabiszak (Executive Director), Ferrin, Goren, Lipper, Pool, Rae, Rogers, Ross, Soriano, Thomas and Walter.

Absent: Akkad, Arandia, Corwin, Egen, Gilbert, Parker and Schaeffer.

A motion to approve the minutes for the September meeting was made by Sara Davison and seconded by Charlie Soriano —passed.

Chairperson's Report: Sheila Rogers reported:

- a. Holiday Party. In lieu of a holiday party, the staff will receive a Round Swamp Farm gift bag. Sheila Rogers will contact Carolyn Schneider at Round Swamp. The cost will be covered by a \$50 contribution from each Board member.
- b. Pension Plan Committee. The East Hampton Library now contributes 8% to the employee pension plan. Other libraries in the area contribute 10%. The Board would like to keep its valuable employees and attract future employees. The annual cost increase will be about \$25,000. The pension plan contribution amount will be reassessed next year. As a first step, a motion was made by Anne Thomas and seconded by Chip Rae to increase the Library's contribution from the amount of 8% to 10% to the employee pension plan—approved. The second step will be a review of alternate plans that may provide greater investment opportunities.

President's Report: Sara Davison announced that there will be a new NY State law in place in 2023. The new law will require all Board trustee members to complete two hours of training per year. Dennis Fabiszak will report on the Board's compliance with the new law in the annual report. According to Dennis, some of the classes will be offered by SCLS.

Treasurer's Report: Patti Ferrin gave the financial reports. Patti reported that as of the end of September, revenue was up vs the budget and expenses were down. A motion to approve the draft management report and disbursements for September was made by Anne Thomas and seconded by Diana Deichert—passed.

YTD as of 9/30/2021

Total Operating Revenue	\$2,390,874
Total Operating Expenses	2,076,814
Operating Surplus	314,060
Net Transfers	559,050
Net Surplus	\$873,110
Operating Disbursements	\$ 221,447.28
Other Disbursements	10,293.00
Total Disbursements	\$ 231,740.28

Book Sales: Debbie Walter reported that donations are continuing to be received. Recently many CDs and DVDs have been donated too. Steve Spataro has packaged groups of CDs or DVDs and sold them on ebay. Unique books are often sold on ebay as well.

Film and Video Vault: Anne Thomas updated the Board about the "Reel History" project that the EH Library is doing in conjunction with LTV videos. Anne stressed the importance of the project; "Reel History" will keep the treasures of the LTV in the community and will help preserve the archives. Anne and Brooke Goren have been working with Genie Henderson, on furlough from LTV. A draft video which included EH film clips throughout history was shared with the Board. Brooke suggested that the Jeannie Henderson do a presentation for the Tom Twomey series. The preservation

project will require fundraising of approximately \$150,000 for the first year. Most of the money will be used to hire personnel such as an archivist, clerical staff and Genie Henderson. The project can be done in stages and will greatly add to the Long Island Collection and provide moving images. It was suggested that the final version of the video be shown before films at the movie theater or at the Film Festival.

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

- a. Investments. CIBC has changed investments to 60% equities, 40% cash. The way the equities are invested has changed as well. The amount earned will be compared with the S&P metric. Dennis offered to prepare the investment information for each Board meeting.
- b. Personnel Report. Dennis Fabiszak reported there were no changes in personnel. After over 21 years, Betty Bushong will be retiring. A motion to approve to pay for Betty's health insurance after her retirement at a cost of approximately \$7,000/year was made by Debbie Walter and seconded by Brooke Goren—passed. A posting for a part time accounts clerk will be generated. Dennis also plans to fill the Human Resources role that is vacant.
- c. Covid Policy update. Dennis reported that the airborne infectious disease plan and Covid policies have been submitted. Two employees are submitting weekly PCR tests. Wearing masks in the Library is still required.
- d. Courtyard / Children's Garden Project. Dennis said that the top soil has been added to the garden areas in the courtyard. The courtyard is now open to the public. Next spring, the furniture will be in place and the plantings done. Chip Rae recommended painting the shade sail stands to match the trim. He also noted that the sign in front of the building needs to be touched up.
- e. Digital Long Island Collection. Dennis shared the archive search site that will be unveiled to the public on November 11. According to Dennis, there will be wide PR coverage and fanfare about the new site; East Hampton Library is the first public library to use the system. Dennis demonstrated how the new search site will allow for a vast range of archives to be accessible and searchable. In fact, some old documents have been transcribed. Crowdsourcing can provide more detailed information too.

Dennis added that the Covid archive project is going to be more than just audio recordings. Some videos around town are being done now.

A motion to adjourn at 5:09 pm was made by Chip Rae and seconded by Jim Pool —passed.

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

Submitted by Ellen Collins