

November 19, 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: Arandia, Collins, Corwin, Deichert, Druker, Fabiszak (Executive Director), Gilbert, Goren, Lipper, Parker, Pool, Rae, Rogers, Ross, Schaeffer, Soriano, Thomas and Walter.

Absent: Akkad, Davison, Egen and Ferrin.

Andrea Meyer and Mayra Scanlon of the Long Island Collection (LIC) were special guests. Both Andrea and Mayra were instrumental in launching the LIC digital archive last week. Dennis Fabiszak reported that there were over 600 hits on the site, over 1400 searches and 4,000-5,000 pages were viewed. Dennis predicts that there the LIC digital archive will grow and the collection online will dwarf the collection in the physical building.

A motion to approve the minutes for the October meeting was made by Debbie Walter and seconded by Jim Pool — passed.

Chairperson's Report: Sheila Rogers reported:

- a. Staff Bonus. Sheila reported that the Personnel committee met on November 9, 2021 and proposed to increase the yearly bonuses as a way to show the Board's appreciation of the efforts made by the staff to adapt to the changes brought on by the pandemic. In the past, the staff has received a bonus equal to a week's pay at a cost of \$30,000. This year, the Personnel committee recommended that the staff receive a bonus equal to two week's pay at a cost of \$60,000. This extra expense can be covered by the surplus left in the budget. Because it a special year, a paper check and letter of thanks from the Board will be included in the holiday gift bag. A motion to approve the increase of this year's bonus to equal two week's pay was made by Amy Schaeffer and seconded by Chip Rae—approved.

Treasurer's Report: Rick Gilbert gave the financial reports. Rick reported that as of the end of October, revenue was up vs the budget and expenses were under budget. There is a net operating surplus of \$333,885. Authors Night's revenue of \$150,600 has been received and \$15,000 is still expected. Sheila added that the calendar fund raising mailing will be done in December.

A motion to approve the draft management report and disbursements for October was made by Charlie Soriano and seconded by Gail Parker—passed.

YTD as of 10/31/2021

Total Operating Revenue	\$ 2,435,419
Total Operating Expenses	2,367,659
Operating Surplus	67,760
Net Transfers	559,050
Net Surplus	\$ 626,810
Operating Disbursements	\$282,634. 67
Other Disbursements	24,386.79
Total Disbursements	\$ 30,021. 46

Personnel Committee Report: Charlie Soriano explained that the vacation days for staff would change to make the calculation of vacation days more equitable. In the past the staff has been divided into three categories: Group A (director, professional librarians, department heads and business officer), Group B (support staff) and Group C (part-time). Group A received 21 days of vacation per year, Group B received 13 and Group C did not receive vacation time. It was proposed to combine Group A and B together to receive 21 days. Group C would receive vacation days and the

amount received would be calculated with the same formula (after 83 hours worked, 7 hours of vacation is earned) used by Group A and B. Group C employees could earn up to 15 or 16 days of vacation. This increase in vacation time would add a cost of \$20,000. Charlie noted that the changing the vacation policy is another way to create goodwill. The following information will be added to the Employee handbook.

- 1. Resolved to amend the staff vacation policy to provide 21 vacation days per year to all Full Time staff.*
- 2. Resolved to provide 7 hours for every 83 hours worked for all Part Time staff, to be awarded every 6 months. This new benefit will begin January 1, 2022 and the first allotted of vacation days will be based on hours Part Time staff have worked from July 1, 2021 - December 31, 2021.*

A motion to accept the vacation policy amendments was made by Rick Gilbert and seconded by Diana Deichert—passed.

Gail Parker added that the staff's salaries should be competitive with other local libraries. It was recommended that salaries be reviewed in the future. Dennis said that the staff would receive a 4% cost of living raise in January 2022.

Book Sales: Debbie Walter reported that recently some high priced books have been sold, one book for \$300 and several at over \$100. A full box of unopened cigars was included in one donation box.

Reel Video Archive Project: Anne Thomas announced that the Tom Twomey series lecture on December 1, 2021 will kick off the archive project. The series will be live (100 people) and virtual. Special invitations will be sent to LTV Board members and to the director of the Historical Society. Brooke Goren said that the lecture will last one hour and will include an introduction by Judith Hope followed by an interview of Genie Henderson and time for Q and A. The promo video will be shown with an appeal for donations to fund the project.

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

- a. Personnel Report. Dennis Fabiszak reported that Sophie French has been hired as a full time Business Operations and Human Resource Officer. Sophie trained with Amber Talmage. Linda DeLalla has been hired as a part time Children's librarian. Madison Mannix resigned her position as a page. A motion was made by Chip Rae and seconded by Jim Pool to approve the appointments of Sophie French and Linda DeLalla, and to accept the resignation of Madison Mannix—passed.
- b. SLCS Budget/Trustee election. Dennis proposed two resolutions.
 - 1. Resolved that the Library Director may cast a vote on behalf of the East Hampton Library in favor of supporting the Suffolk Cooperative Library System 2022 budget.*
 - 2. Resolved that the Library Director may cast a vote on behalf of the East Hampton Library in favor of electing Jo Ann Robotti as the East End libraries representative to the Suffolk Cooperative Library System Board.*

A motion to approve the two SLCS resolutions was made by Debbie Walter and seconded by Anne Thomas—passed.

- c. Year End Appeal/Feathr ads. According to Dennis, the donor pool has shrunk. As a way to increase donations, Dennis has contracted with Feathr, a software program that uses cookies to collect information on people visiting the EH Library website and to target the geographical region served by the library. The software will generate re-targeting ads to appear on devices. Dennis added that the software will also help in selling tickets to Authors Night.

A motion to adjourn at 5:01 pm was made by Anne Thomas and seconded by Jim Pool —passed.

The next meeting is December 17, 2021 at 4:00 pm

Submitted by Ellen Collins