

May 20, 2022 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, Deichert, Druker, Egen, Ferrin, Fabiszak (Executive Director), French (Business Operations and Human Resource Officer), Gilbert, Goren, Lipper, Parker, Pool, Rae, Rogers, Ross, Soriano, Thomas and Walter.

Absent: Akkad, Corwin, Davison and Schaeffer.

Annual Meeting. Sheila Rogers called to order the Annual Meeting.

- a. Nominating Committee Report. The Nominating Committee (Corwin, Davison, Druker, Ferrin, Goren, Ross and Walter) nominated three new Board members. There will now be three classes with an equal number of members in each as suggested in the by-laws.
- b. Appointment of new Board Members: The new members of the Board are Laura Molinari (Class of 2026), Linda Willett (Class of 2026), and Denise Shaw (Class of 2024). Sheila welcomed the members to the Board.
- c. Re-Appointment of Board Members. Sheila reported that the class of 2022 (José Arandia, Rick Gilbert, Gail Parker, and Debbie Walter) will stand for re-election and will become the class of 2026.
- d. Appointment of Executive Committee Members. 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 Janet Ross and seconded by Chip Rae—passed.

The Annual meeting was concluded and the Regular Meeting resumed.

A motion to approve the minutes for the April meeting was made by Jim Pool and seconded by Diana Deichert —passed.

Chairperson’s Report:

- a. June 19th. Dennis Fabiszak reported that June 19th is a Federal Holiday. A motion was made to approve the Library’s celebration of June 19th on each June 19 was made by Charlie Soriano and seconded by Diana Diechert—passed. June 19th will be added as a holiday in the personnel manual.
- b. The Regular Meeting was adjourned to discuss a legal matter in Executive Session.
- c. The Executive Session was concluded and the Regular Meeting resumed.

Treasurer’s Report: Rick Gilbert gave the financial reports. Rick reported that book sales and fundraising have increased the revenue. Authors Night also will add to revenue. Repairs, maintenance, insurance and cartage costs were \$11,817 more than budgeted. Rick suggested that a line item for grounds keeping be added to the next budget.

A motion to approve the draft management report and disbursements for April was made by Charlie Soriano and seconded by Debbie Walter—passed.

YTD as of 4/30/2022

Total Operating Revenue	\$2,241,079
Total Operating Expenses	1,209,108
Operating Surplus	\$1,031,971
Net Transfers	465,000
Net Surplus	\$1,496,971
Operating Disbursements	\$ 273,520.19
Other Disbursements	8,507.00

Book Sales: Gail Parker stated that the Book Sale room along with Steve Spataro's help is exceeding last year's sales. However, donations have not been great recently. Advertising for donations is needed. Sheila Rogers knows of a person with coffee table books and laser discs ready to be donated. Debbie Druker recommended a sign be posted at the Historical Society tour asking for donations of design books no longer wanted.

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

- a. Personnel Report. Lisa Michne resigned her position as Librarian in the Young Adult Department to take a position of Director of the Hamptons Library in Bridgehampton. Betty Bushong in the Business Office resigned. Lizette Maureth resigned from the circulation department. A motion was made by Rick Gilbert and seconded by Jim Pool to accept the resignations of Lisa Michne, Betty Bushong and Lizette Maureth—passed.
- b. Draft Budget 2023. All Board members were emailed the Draft Budget 2023. The Board is asked to examine the proposed budget and email Dennis with questions so that informed decisions can be made at the June Board meeting. Dennis pointed out the cost of living increase for staff is budgeted to be 5% or possibly 6%. The costs of purchasing physical library materials has reduced while the costs for digital resources has increased. It is recommended to make a transfer of approximately \$436,500 from operating surplus to supplement the budget. The tax increase will be 5% per household or approximately \$5.00 per year. The Budget vote will be held in September.
- c. Edwards Lane repair and Elm trees. The repair to the road is complete. The East Hampton Star and three out of four neighbors contributed to the payment. The total cost to the Library was approximately \$2000. PSE&G examined the ailing elm trees on the Library's property. One tree will be removed by PSE&G and the other will be examined by an arborist to decide whether just to prune or remove. PSE&G will cover the cost of tree removal.
- d. Alden Powers. Alden received a Melissa E Morgan scholarship. Alden died before he could use the 2nd year of scholarship money. Because Alden was extremely active at the Library, the unused scholarship money will be used to honor Alden by purchasing a bench with a plaque to be placed in the Children's Courtyard.
- e. Courtyard/Children's Garden Project. According to Chip Rae, Buckley's will provide 3 plantings per year for the seven planters that were donated by Janet Ross. The cost will be approximately \$2000 per year. Irrigation will be needed for the planters. The trellis will be repaired so that the water feature may be turned on. A motion to approve proceeding with a contract with Buckley's was made by Jim Pool and seconded by Anne Thomas—approved. It is recommended to create a line item for lawn and garden maintenance of approximately \$4,000-\$5,000 for the 2023 budget.

Dennis explained to the Board the need for a new Library credit card to replace the Bank of America credit card which requires a member of Library personnel to be tied to the credit card. People's Bank has a nonprofit credit card does not have this requirement. Use of the credit card is approved by the Business office personnel and Dennis. The agreement between the East Hampton Library and People's Bank is as follows:

RESOLVED, that Dennis Fabiszak, Executive Director of East Hampton Library is/are hereby authorized and empowered, for and in behalf and in the name of the East Hampton Library to execute and deliver to People's United Bank, National Association (the "Bank") a Mastercard BusinessCard Loan Application or Corporate Card Enrollment and Service Form Exhibit A to the Master Agreement for business purposes (the "Agreement") setting forth the conditions on which the

Bank shall on request issue Mastercards (“Credit Cards”) jointly in the names of the East Hampton Library and authorized employees or other persons, for use only in connections with the business of the East Hampton Library, and (ii) to perform any act and to execute and deliver all instruments and documents which may be deemed necessary to carry out the purposes of the Agreement and these resolutions.

BE IT FURTHER RESOLVED, that each employee or other person designated in writing to the Bank at any time for the purposes of the Agreement by any officer named in the immediately preceding resolution, is hereby authorized to use the Credit Card(s) issued pursuant to the Agreement in the joint names of such employee or other person and the East Hampton Library, and to charge purchases for the amount of the East Hampton Library by means of such Credit Card(s) and in connection therewith to sign sales drafts on behalf of the East Hampton Library evidencing such purchases.

BE IT FURTHER RESOLVED, that the Bank be requested to extend credit to the East Hampton Library with respect to charges for the account of the East Hampton Library pursuant to the provisions of the Agreement.

BE IT FURTHER RESOLVED, that these resolutions shall have force and effect of a continuing agreement between the Bank and the East Hampton Library, on which agreement the Bank may rely and the East Hampton Library shall be bound until the Bank is otherwise advised in writing by one of the above-named officers of the East Hampton Library.

A motion to approve the application for a credit card with People’s Bank was made by Chip Rae and seconded by Rick Gilbert—passed.

Gail Parker asked that the Board receive a brief write up about Melissa E Morgan scholarship winners. It was also recommended that an announcement of the scholarship winners be in the East Hampton Star.

Dennis reported that he, Andrea Meyer and Mayra Scanlon attended the TinD virtual conference. TinD is the system used to run the Digital Long Island Collection (LIC). Dennis addressed the conference and explained how the system works for the LIC. Dennis stated that TinD is constantly updating and improving its product.

Anne Thomas asked about The Reel History project; there are donors lined up that are willing to donate but cannot because a donation goal amount has not been set. Dennis explained that it is still unclear about the number of items to be converted and archived and therefore no cost has been determined. It was suggested that an amount be determined by July 4th. The project could be segmented so that donors could contribute to each phase.

A motion to adjourn at 5: 22 pm was made by Chip Rae and seconded by Gail Parker—passed.

The next meeting is June 17, 2022 at 4:00 pm

Submitted by Ellen Collins