

December 16, 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: Akkad, Collins, Corwin (zoom), Davison, Deichert, Druker (zoom), Fabiszak (Executive Director), Ferrin, French (Business Operations and Human Resource Officer), Goren, Parker, Pool, Rae, Rogers, Ross (zoom), Shaw, Soriano (zoom), Thomas, Walter and Willet (zoom).

Absent: Arandia, Egen, Lipper, Molinari and Schaeffer.

A motion to approve the minutes for the November meeting was made by Sara Davison and seconded by Jim Pool — passed.

Chairperson's Report: Sheila shared notes written by some of the staff thanking the Board for the holiday gift bags and generous bonus and raises for the New Year. A thank you poster with the staff's signatures was displayed as well. Sara Davison thanked Debbie Walter and Chip Rae for assembling the holiday gift bags. Thanks were also given to Rick Gilbert who donated wine.

Treasurer's Report: Jim Pool gave the financial reports. Jim reported there has been a strong finish for the end of the year; investments have increased; revenue is up compared to the budget and expenses have been kept under control.

A motion to approve the draft management report and disbursements for November was made by Sara Davison and seconded by Susan Akkad—passed.

YTD as of 11/30/2022

Total Operating Revenue	\$ 2,806,238
Total Operating Expenses	2,926,172
Operating Surplus	-\$119,934
Net Transfers	465,000
Net Surplus	\$ 345,066
Operating Disbursements	\$ 192,076.06
Other Disbursements	20,223.85
Total Disbursements	\$ 212,299.91

Long Range Plan: Brooke Goren stated that there were no questions or concerns raised by the staff or the Board about the Long Range Plan presented at the last Board meeting. A motion was made by Brooke Goren and was seconded by Susan Akkad to approve the Long Range Plan as presented—passed.

Reel Video Archive Project: Anne Thomas reported that \$97,000 of the \$150,000 initial fundraising goal has been raised. There has been a pledge of \$40,000 from the Golette family and another pledge of \$10,000 from a Board member. Brooke Goren is applying for a New York State Humanities Council grant. Ellen Collins, Patti Ferrin and Anne Thomas have sent letters requesting donations. Morgan Stanley might be a company that could help with the endowment in 2023. Dennis Fabiszak added that the first 600 DVDs have been received from LTV. Standby.org will do the conversion of the DVDs.

Book Sales: Debbie Walter stated that a large donation was recently received and two more large donations are scheduled to arrive before the end of the year. Debbie mentioned that there are many parties selling used books on Amazon which has increased the competition for sales.

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

- a. Personnel Report. Shauna Garifine has been hired as a full time circulation clerk. Brianna Calle was rehired as a part time page. Brianna will be trained in processing. For financial reasons, Carolyn Kirch resigned as a full time circulation clerk and Emily Driver resigned from part time circulation clerk. Tina Ambrosecchia resigned from a processing position. A motion was made by Brooke Goren and seconded by Chip Rae to accept the hiring of Shauna Garafine and the re-hiring of Brianna Calle and the resignations of Carolyn Kirch, Emily Driver and Tina Ambrosecchia—passed.
- b. Staff Changes. Dennis hopes that spelling out all the benefits that are included with a job at the East Hampton Library will help retain staff and attract new employees. Benefits include: 21 vacation days, 12 sick days, 12 federal holidays, NYSHIP insurance for employees, FSA, retirement plan, etc. Dennis also plans to mix some jobs to make the jobs more appealing to new candidates. According to Dennis, having the Library be a part of the NYS retirement system would be a very attractive benefit. Brooke mentioned that other benefits that are appealing to employees include mental health days and elder care. A possible reimbursement for education expenses for library studies was suggested.
- c. Equipment Discards. Dennis shared a list of 6 HP & Dell computers that are over 10 years old and broken. A motion was made to dispose of the outdated equipment was made by Sara Davison and seconded by Chip Rae—passed.
- d. Art Barge. The Art Barge has contacted the East Hampton Library requesting advice about digitizing their art. The Art Barge also owns some of Victor D'Amico's NBC art show films for children as well as other videos of D'Amico.

East Hampton Library hooded sweatshirts are for sale for \$30 as well as 20 ounce coffee mugs for \$10. Jim Pool recommended selling canvas bags too.

The elm trees on Edwards Lane will be removed by PSG&E and Whitmore's on Monday, December 19, 2022.

A motion to adjourn at 4:58 pm was made by Chip Rae and seconded by Gail Parker —passed.

The next meeting is January 20, 2022 at 4:00 pm

Submitted by Ellen Collins