

November 18, 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 (zoom), Arandia, Collins, Corwin (zoom), Davison, Deichert, Druker (zoom), Fabiszak (Executive Director), Ferrin, French (Business Operations and Human Resource Officer), Goren (zoom), Parker, Pool, Rae, Rogers, Ross (zoom), Schaeffer, Shaw, Soriano, Walter and Willet (zoom).

Absent: Egen, Lipper, Molinari and Thomas.

A motion to approve the minutes for the October meeting was made by Gail Parker and seconded by José Arandia — passed.

Chairperson’s Report:

- a. Holiday Bonus. Sheila reported that there is \$17,000 left over in the pension fund that has accumulated from employees who were not fully vested at the time of their departure from the Library. The Personnel Committee recommended that these funds go back into the Library’s account; this amount can be applied toward holiday bonuses. A motion was made to approve the transfer from the pension fund to the Library’s account was made by Denise Shaw and seconded by Chip Rae—approved.
- b. Personnel Committee Report. Charlie Soriano reported that the Personnel Committee discussed yearly bonuses on November 11, 2022. The committee recognizes the need to retain employees and attract future hires. This year, the committee again recommended that the staff receive a bonus equal to two weeks of pay. In addition, the committee suggested a 6% cost of living increase (instead of the budgeted 5%). It was proposed to institute a Flexible Spending Account (FSA) for employees which allows employees to set aside nontaxable money to cover health, childcare and commuting costs. A company to manage the plan can be hired at cost of \$2,000 for year one and \$1,500 per year afterwards. Dennis reported that the Syosset plan is a less expensive option. After the New Year, vision and dental benefit options will be explored. A motion to approve the increase of this year’s bonus to equal two weeks of pay, set the cost of living increase to 6% and institute a FSA was made by Charlie Soriano and seconded by Chip Rae—approved.

President’s Report:

- a. Tom Twomey Series. Sara Davison reported that there will be no further Tom Twomey event this year. The Dark Skies lecture will be held after the New Year.

Sara also reported that she and Sheila met with Dennis to hold his Annual Review. It has been an excellent year for the Library and Dennis was commended for his work. For the following year, Dennis has been charged with instituting some of the Long Range Plan recommendations.

Treasurer’s Report: Jim Pool gave the financial reports. Jim reported that investments have increased a bit. The auditing expense was higher than the budgeted amount. Dennis explained that it was a one-time cost; the auditors set up the library’s system to make it easier to audit in the future. Dennis added that some Fidelity funds were transferred to cover some bills and \$100,000 was left in the contingency budget because the end of year surplus will be close to that amount.

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

YTD as of 10/31/2022

Total Operating Revenue	\$ 2,784,402
Total Operating Expenses	2,722,140
Operating Surplus	62,262
Net Transfers	465,000
Net Surplus	\$ 527,262
Operating Disbursements	\$ 230,520.58

Other Disbursements  
Total Disbursements

4,835.69  
\$ 235,356.27

Long Range Plan: Diana Deichert informed the Board about the Long Range Plan Committee's recommendations. Brooke Goren led an excellent committee of Board Members (Akkad, Arandia, Davison, Deichert, Druker, Goren, Gilbert, Rogers, Schaeffer, Thomas and Willton) and Department Heads (Giambruno, Fichtner, Meyer and Spataro). Brooke strived to get input from as many different groups as possible. Some of the main goals highlighted are: External (reflect change in demographics), Services, Programming, Staff needs and Building/Reorganization of space. A detailed report was sent to all Board Members. Board Members are encouraged to study the report and send recommendations and comments to Brooke or to Dennis and to be prepared to vote on the Long Range Plan at the next meeting.

Gail Parker recommended having a social event for staff and Board members in the courtyard during the summer. Susan Akkad suggested that some of the programming be more culturally relevant for the Hispanic population.

Reel Video Archive Project: Dennis reported that there is ongoing fundraising for the project. Genie Henderson of LTV has narrowed down the films to be digitized. The company of Standby.org will digitize the films which will then be uploaded to the Long Island Collection (LIC). When some films are digitized, a sampling could be sent out to further encourage donations. In addition, Dennis stressed the urgency of the effort; if these films are not digitized, they could be lost forever.

Book Sales: Debbie Walter reported that recently some signed books have been donated and have the potential to be very valuable. One book could be worth \$8,500. Dennis contacted Swann Galleries about selling some books at an auction to be held in May. Debbie also held a special drawing to give away a treasure found in a donation box; Diana was the lucky winner of a French fry cutter.

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

- a. Personnel Report. Dennis Fabiszak reported that there were no new hires or resignations in October. However, in November, both one full time and one part time employee at the circulation desk have found other employment. There is still an opening in the Children's Department. Dennis hopes that by changing the job description for the librarian to be ½ time in the Children's Department and ½ time in Young Adult Department will attract more candidates.
- b. Intersection Report. There will be no changes made to the intersection of Buell Lane and Main Street.
- c. 2023 Budget Resolutions. Dennis proposed two resolutions.

#### Motion #1

*Resolved that the Board of Managers of the East Hampton Library hereby accept the results of the 2023 Library Budget Vote held Saturday, September 17, 2022. The vote was managed and the voting results were certified by the School District Clerks of the East Hampton, Springs and Wainscott School Districts. The results are as follows:  
East Hampton 93 Yes, 13 No  
Springs 24 Yes, 8 No  
Wainscott 4 Yes, Zero No.*

#### Motion #2

*Resolved that, pursuant to General Municipal Law § 3-c(5), the Board of Managers of the East Hampton Library overrides, for the 2023 calendar year, the tax levy limit imposed by Municipal Law §3-c(3) and as a result of the public vote the Library Board of Managers plan to spend the monies that exceed the tax levy limit during the 2023 calendar year.*

A motion to approve the Budget resolutions was made by Jim Pool and seconded by Diana Deichert—passed.

- d. Suffolk Cooperative Library System (SLCS) Budget. SLCS provides many important services to libraries such as staff training programs, vans to transport books, equipment, etc. Because the census report showed an increase

in population, the amount that the East Hampton Library contributes to SLCS has increased from \$1,000 to \$4,700. A motion to approve the SLCS Budget was made by Chip Rae and seconded by José Arandia.

- e. Long Island Collection (LIC). Andrea Meyer shared an important contribution that was recently received from a relative of Ettie Hedges, the first librarian of the East Hampton Library, and her husband and historian, Milton Pennypacker. There are items documenting the running of the East Hampton Library and detailed letters about Camp Wikoff in Montauk. Sheila suggested that a Tom Twomey lecture could be developed based on the information received. Susan Akkad added that a video could be made highlighting some LIC objects. Jim Pool is helping to transcribe handwritten letters, a valuable service because it allows information to be more accessible within the system. In addition, a new LIC librarian is needed.

A motion to adjourn at 5:01 pm was made by Chip Rae and seconded by Gail Parker —passed.

The next meeting is December 16, 2022 at 4:00 pm

Submitted by Ellen Collins