

June 21, 2019 REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD AT 4:00 PM AT THE LIBRARY.

Lisa Michne presented the first winners of the Melissa E Morgan Memorial Scholarship. The winners are Taylor O’Neal, Jackie Chuya, Latesha Peters, Connie Chen and Frankie Bademci (not present).

Sheila Rogers called the meeting to order at 4:06 pm.

Present: Collins, Corwin, Davison, Egen, Fabiszak, Gilbert, Goren, Mulligan, Rogers, Ross, Schaeffer, Soriano, Talmage, Thomas and Walter.

Absent: Akkad, Arandia, Deichert, Dreher, Druker, Ferrin, Furlaud, Parker, Pool and Rae.

A motion to approve the minutes for the May meeting was made by Jenny Mulligan and seconded by Sara Davison—passed.

Treasurer’s Report: Jenny Mulligan gave the financial report. Income is below target by \$22,634 because donations and contributions are down. This will change with the mailings of society membership and calendars. Expenses are on target except for ebook expenses and unemployment payments. Net operating surplus is -\$24,905. During the month of May, there were 3 pay periods and quarterly investment management fees were also paid to CIBC. A motion to approve the draft management report and disbursements was made by Charlie Soriano and seconded by Maureen Egen—passed.

YTD as of 5/31/2019

Total Operating Revenue	\$2,034,177
Total Operating Expenses	1,164, 005
Operating Surplus	870, 172
Net Transfers	0
Net Surplus	\$ 870, 172
Operating Disbursements	\$ 259,078.65
Other Disbursements	30,680.14
Total Disbursements	\$ 289,758.79

Authors Night: Sheila Rogers reported that there are 25 dinners scheduled. Some dinners have multiple authors attending. Tickets are for sale and are selling well; in fact, ticket sales are \$4000 more than at the same time last year. Invitations will be printed. Currently there are 85 authors and confirmation is pending from a few more authors. The maximum number of authors is 92. Sheila gave congratulations to the Author Selection committee: Carrie Doyle, Dawn Watson, Valerie Heller, Stephanie Krikorian, Keri Lamparter, Patti Kenner, Jane Friedman, Celia Paul and Steve Rosen. Dennis added that CIBC donation this year is different than last year (\$25,000). This year CIBC will donate \$10,000 and donate 750 umbrellas to be used in the swag bag.

Sheila also reported that a member of the Amagansett Library Board expressed the opinion that the East Hampton Library is raising money on Authors Night in Amagansett. Dennis pointed out the 555 Montauk Highway property is a town owned property that happens to be located in Amagansett. In the past, the East Hampton Library has offered the Amagansett Library a table at the Children’s Fair and has offered to have the Director of the Library attend a Board Meeting.

Tom Twomey Series: Rick Gilbert reported that “The Washington Update: A Conversation with CBS News’ Rita Braver and Attorney Robert Barnett” series will occur on June 28, 2019. He asked for a few volunteers to help pour prosecco before the lecture. In addition, there is a cocktail party after if any Board Members would like to attend.

Investment Committee: Jenny Mulligan reported that a revised copy of the investment policy was sent to CIBC.

Book Sales: Debbie Walter said that new donations have been received. Profits are down from last year but that could change with Authors Night books. Debbie also shared some finds left inside of books, including a receipt for snacks issued in a prison.

Directors Report: Dennis Fabiszak addressed the Board on the following topics:

- a. Draft Budget. The salary for employees will increase 3%. Projected health insurance increase is 10.51%. Pension fund is up 8%. Starting in 2020, the Melissa E Morgan Memorial Scholarship is \$10,000. For the budget vote, the East Hampton District will charge for election services. The Society Membership Mailing will be in the next calendar year. There will be an increase in Adult and Young Adult programs. Plans are made to separate the costs for digital books from the costs for books in print; there will be a 46.75% increase to ebook costs. For every Kanopy and Hoopla use, the Library is charged. The cost for utilities will increase. Overdue fee collection is down since books are automatically renewed. Only one free page will be given in the Library calendar. The amount of revenue predicted for Authors Night is \$325,000 which is conservative but allows for the effect of rain. Total expenses is 8.08% and total revenue is 6.22%. To make up the difference, Dennis proposes: \$5000 from Tom Twomey; \$40,000 from Whipple; \$40,000 from Building Maintenance Fund; \$70,000 from Melissa Morgan; \$80,000 from the contingency fund. The Tom Twomey fund is an expensive program to run. Rick Gilbert asked that the amount be reconsidered. Charlie Soriano added that the Tom Twomey program is a stand alone program that is good advertising. Sara Davison noted that the Tom Twomey program is a prestigious program for the Library. Adjustments to the draft budget can be made. A motion to approve the draft budget for 2020 was made by Jenny Mulligan and seconded by Anne Thomas---passed.
- b. Election Law. Dennis explained that NY State Law has changed the policy on the Election Law. The new policy reads as follows:

In accordance with New York State Law Employees will be allowed up to 3 hours on Election Day to vote. Employees must request the time off at least 2 days prior to the election and the time must be taken either at the beginning or end of their scheduled work shift. Time off is not allowed for School District and Library votes.

A motion to approve the changes made to Election Law was made Rick Gilbert and seconded by Sara Davison—passed.

- c. HVAC System Upgrade. Dennis showed the Board the computerized control system of the HVAC system in the Children's Room. Because of the efficiency of the program, Dennis would like to install the program in the rest of the building. The total cost of installation is \$130,000 to be done in 2 stages. There is money in capital expenses to finance the project. Further discussion will take place in the future.
- d. Springs Library. Dennis reported that the East Hampton Library is helping Springs Library digitize and computerize the lending of books.
- e. East Hampton Village Hall Meeting. Dennis met with Village officials. The East Hampton Library will scan Village documents. Dennis passed out a new brochure of the Long Island Collection that lists the collections and archives available to the public.

Sara Davison suggested that the library issue a press release announcing the winners of the Melissa E Morgan Memorial Scholarship.

The Board welcomed Chris Corwin.

A motion to adjourn at 5:36 was made by Debbie Walter and seconded by Brooke Goren — passed.

The next meeting is July 19, 2019 at 4:00 pm.

Submitted by Ellen Collins

Budget Resolution:

Resolved that, pursuant to General Municipal Law § 3-c(5), the Board of Managers of the East Hampton Library overrides, for the 2020 calendar year, the tax levy limit imposed by Municipal Law §3-c(3).

Resolved, that the proposed Library budget for the Year 2020 in the amount of \$ 2,994,097 with a proposed tax levy of \$1,997,000 is hereby approved; the Library Director is authorized to cause the requisite publications of the legal notice in line with a vote date of September 21, 2019 to be undertaken within those newspapers of general circulation within the school districts possessing the electorates entitled to vote upon the budget/tax levy proposition.