

August 16, 2019 REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD AT 4:00 PM AT THE LIBRARY.

Sheila Rogers called the meeting to order at 4:00 pm.

Present: Collins, Davison, Deichert, Druker, Egen, Fabiszak, Ferrin, Gilbert, Mulligan, Pool, Rae, Ross, Rogers and Thomas.

Absent: Akkad (phone), Arandia, Corwin, Dreher, Furlaud, Goren, Parker, Schaeffer, Soriano, Talmage and Walter.

A motion to approve the minutes for the August meeting was made by Sara Davison and seconded by Diana Deichert—passed.

Treasurer's Report: Jenny Mulligan gave the financial report. Compared to what was budgeted for the year revenue is under \$21,028 and expenses are under -\$6,223. Dennis Fabiszak added that this report is before the addition of Authors Night revenue. In disbursements, the annual fee of \$13,750 was paid to the auditors. Sheila Rogers noted that good planning and careful spending are evident. Sheila Rogers gave thanks to Dennis, Amber Talmage and Betty Bushong for the smooth running of the business side of the Library. A motion to approve the draft management report and disbursements was made by Maureen Egen and seconded by Patti Ferrin—passed.

YTD as of 7/31/2019

Total Operating Revenue	\$2,293,849
Total Operating Expenses	1,562,530
Operating Surplus	731,319
Net Transfers	0
Net Surplus	\$ 731,319
Operating Disbursements	\$ 215,245.32
Other Disbursements	5,686.67
Total Disbursements	\$ 220,931.99

Chairperson Report:

- a. Authors Night. Sheila stated that Authors Night benefited from the attendance, weather and location. The book sales total was approximately \$55,000 which was similar to the amount that was sold last year. The approximate gross amount earned this year is \$400,000. Sheila explained that ½ of Authors Night's proceeds are earned from the dinners, ¼ from the book sales and cocktail party and ¼ from sponsorships. The dinner parties hosted authors whose work covered a variety of topics (politics, international affairs, cooking, home décor, memoirs, health, film, history, etc.) which appealed to a wide audience. One dinner had to be rescheduled at the last minute because an author was called away but Sheila and Dennis were able to invite another author to attend the dinner. Dennis and Sheila were commended for their hard work and flexibility.

President Report:

- a. New Committee Structure and composition. Sara Davison reported that she is reviewing and refining the Board Committees and memberships of the committees. She would like to consolidate and reconfigure some committees. An Audit committee will be created. Building and Grounds Committee will merge with Capital Construction with Chip Rae at its head. Other changes will be discussed at the next meeting.

Children's Fair. Diana Deichert reported that the Children's Fair ran smoothly thanks to her co-chari, Rini Greenfield, Dennis' organization and the excellent student volunteers. Her co-chair was Rini Greenfield. The silent auction was eliminated. Dennis added that this year's Fair highlighted a need for a medical professional with first aid kit to be on hand in the future. Instead of hot dogs and ice cream as in the past, the food choices were corn and peaches. Ice cream was very much missed by the crowd; therefore, John's Drive-In Ice Cream truck will be hired for next year. The

environmental method of serving water by using water jugs, pumps and eco cups was appreciated by the public. Dennis used the Library's drone to keep record of the schematics of the Fair's set up for future reference.

Tom Twomey Series: Chip Rae reported that the next event is "Talk and Tour, Living Better in Small Spaces" on Saturday, August 24, 2019 at 9:30 am. Chip added that the committee is working on next year's program which will include a garden event and the topic, The Ladies of the LVIS.

Investment Committee: Jenny Mulligan reviewed key information from the Independent Auditor's year ending Dec 31, 2018 report. The Library's overall net position increased by \$250,162 primarily due to generous donations by the community. Property tax represented 57% of revenue and approximately 44% came from donations and fundraising. Salaries and benefits accounted for 60% of expenses. A review of the Library's major funds, not the Library as a whole, showed that the General Fund increased by \$671,048, The Long Island Collection Fund decreased by \$17,605, and the Permanent Fund decreased by \$151,560 vs. the previous year. The Library received \$131,518 in interest and dividend income, \$28,206 more than budgeted. Fewer fines were collected due to the automatic book renewal system. Used book sales of \$46,000 and miscellaneous budget items of \$6,000 generated more income than budgeted. Some of this was offset by the online selling expense of used books and cost of coffee. Special event net income was about \$300,000. Computer software as well as office, library and computer supplies were overspent attributed to the new computer lab and donor database security upgrades. Utilities were overspent vs. budget by \$8,682 due to higher usage. Capital expenditures were overspent by \$109,410 due to a new lighting project, building a computer lab and installation of a shade sail in the courtyard. E-book and audio book budgets were higher than budgeted while books and DVD purchases were lower. The auditors gave no recommendations for improvement. A motion to approve the Independent Auditors report was made by Rick Gilbert and seconded by Sara Davison.

Book Sales: A report will be given next month.

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

- a. Staffing. Dennis stated that Christine Clifton has resigned as Full-Time Librarian. Gina Piastuck of the Long Island Collection will be resigning on September 30, 2019 after 10 years with the Library. A new staff member will need to be hired in that department. Michelle McCauley has been hired as a new Full-Time Librarian in the Adult Reference Room. There will be some reassignments of reference librarians. Sheila Dunlop will begin working part time in September and will no longer be the Head of the Circulation Department. Dennis proposes promoting Emmie Greene to that position. Dennis also would like to rearrange the configuration of the lobby and where the Reference Librarians are located. This topic will be discussed further along with the Long Range Plan.
- b. Digitization. Scanning has been completed for all documents received from Village Hall and Home Sweet Home. More than 40,000 pages of the *East Hampton Star* has been added on line; the years of 1885-1987 were scanned manually; the *Star* provided the years 2003-11. The Library is working on scanning the documents to complete the gap.
- c. Circulation Statistics. Dennis reported that digital circulation is 43,000; physical circulation is 73,000. DVD circulation is down 29,000 largely due to the popularity of streaming. Dennis added that ebooks will become more costly in the future.
- d. Budget Vote. The vote will occur on September 21, 2019. The ballots for the three districts will be in English and Spanish as required by law.

Dennis stated that the Hamptons Film Festival will be presenting a virtual reality program on space in the Conference Room. The film by Laurie Anderson will be free but a time slot must be reserved.

A motion to adjourn at 5:07 was made by Chip Rae and seconded by Janet Ross —passed.

The next meeting is September 20, 2019 at 4:00 pm.  
Submitted by Ellen Collins