

November 19, 2020 REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD AT 4:00 PM in hybrid meeting version: online and in-person meeting.

Sheila Rogers called the meeting to order at 4:00 pm. The Board met in Executive Session to discuss a personnel matter.

Present: Akkad, Collins, Corwin, Davison, Deichert, Druker, Egen, Fabiszak, Ferrin, Gilbert, Goren, Mulligan, Parker, Pool, Rae, Rogers, Ross, Schaeffer, Talmage, Thomas and Walter.

Absent: Arandia, Furlaud, Lipper and Soriano.

The Regular Meeting of the Board of Managers began at 4:17 pm.

There was one correction to the October minutes in the Children's Courtyard section to read as follows: Marder's cleaned the furniture and will store it for \$2,100. (This fee for furniture maintenance has been paid to Marder's and is not part of the renovation project costs.) A motion to approve the minutes with the previous correction for the October meeting was made by Jenny Mulligan and seconded by Jim Pool —passed.

Chairperson's Report:

- a. January Meeting date change. Instead of meeting on the 3<sup>rd</sup> Friday of the month, the January meeting will be held on the 4<sup>th</sup> Friday, January 22, 2021.

Sheila Rogers announced that on November 12, 2020, a joint East Hampton Library and LVIS event occurred. Florence Fabricant interviewed the chef Alex Guarnaschelli. This virtual event was hosted by Anne Thomas.

President's Report:

- a. Holiday Bonus. The total amount of staff bonuses this year is \$26,201.84. Staff members receive a year-end bonus equal to one week salary. In the case of new employees, the amount is pro-rated and no one receives less than a \$100 bonus. A motion to approve the holiday bonus was made by Rick Gilbert and seconded by Debbie Walter—passed.
- b. Gift bags and Board contribution. Since the traditional holiday party for the staff has been canceled, the Board will give all staff a gift bag of Round Swamp treats. All Board members are asked to contribute \$40 to cover the costs. Checks can be made out to Sheila Rogers and can be given to or mailed to Dennis Fabiszak at the East Hampton Library. Debbie Walter and Patti Ferrin volunteered to help Sara put together the gift bags.
- c. Annual Appeal Donations. The East Hampton Library calendar was mailed out with accompanying fund raising appeal. Sara encouraged the Board to contribute to the Library's Annual Appeal. If the calendar was not received, notify Dennis.

Treasurer's Report: Jenny Mulligan gave the financial report. Jenny reported that as of October 31, 2020, the YTD revenue is \$2,574,140 vs the budgeted amount of \$2,570,216. YTD expenses are \$2,544,355 vs the actual \$2,221,733. Expenses are under \$322, 622. The surplus of \$194,546 is largely due to fewer employees during the summer, less programming expenses, lower costs for utilities and fewer expenses for fundraising events. A motion to approve the draft management report and disbursements was made by Patti Ferrin and seconded by Diana Deichert—passed.

YTD as of 10/31/2020

Total Operating Revenue	\$2,574,140
Total Operating Expenses	2,221,733
Operating Surplus	352,407
Net Transfers	151,000
Net Surplus	\$503,407
Operating Disbursements	\$262,532.43
Other Disbursements	22,343.29
Total Disbursements	\$284,875.72

2021 Budget: Dennis reported that the Finance Committee met two times to review the draft budget 2021. The use of Overdrive for ebooks and audiobooks has grown 37% since last year. The Literacy Line was cut because the ESL classes were under-attended. The Tom Twomey budget line was reduced since the event will most likely be virtual or hybrid. The amount budgeted for Authors Night is reduced to \$125,000; it is assumed that the event will be virtual this year. A motion to approve the draft budget as operating budget for 2021 was made by Rick Gilbert and seconded by Brooke Goren -- approved.

Book Sales: Debbie Walter stated that there have been many donations and that recent sales are helping to close the gap between this year and last year's profits. Gail Parker added that three boxes of children's books were donated to a Latino church in Riverhead.

Children's Courtyard Report: Chip Rae reported on the progress of Children's Courtyard. The architect, Lee Skolnick, donated his services and the proposed design was presented to the Building and Grounds Committee. Dennis shared the design image with the Board. The proposed design has an inclined handicap assessable slate walkway to enter the Children's courtyard and also connects to the other portion of the courtyard. The design includes native plants in planters, slate walls to paint or draw on, murals, window graphics, an interactive fountain, wildlife sculptures, interactive planting trellis and a dragonfly playground feature. There was some concern about the safety of the climbing feature of the dragon fly and the seesaw. The flooring would be soft playground material. Dennis added that the different portions and features of the playground also allow for the opportunity for donors to help offset the costs; donors could be named for financing a specific feature. A \$5,600 fee would allow for construction development and to determine the costs and actual budget. A motion to approve the \$5,600 fee to Skolnick to begin the development of the children's courtyard project was made by Janet Ross and seconded by Gail Parker—approved.

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

- a. SCLS Budget. Dennis asked the Board to approve the 2021 participation in Suffolk Cooperative Library System (SCLS). The total contribution is \$27,144, an increase of \$965 from last year. SCLS provides valuable services such as: automated purchasing, staff training programs, distribution of books among libraries, etc. A motion to approve the participation in SCLS was made by Rick Gilbert and seconded by Jenny Mulligan—passed.
- b. Building Update. Two HVAC leaks were discovered. One leak could be patched but the other unit most likely will have to be replaced. Dennis is awaiting estimates from Kolb Electric.
- c. Staffing Update. Dennis has requested that Department Heads create duties/job descriptions for hybrid model/split shifts for staff in case of a future shut down.
- d. Other Covid related Updates. If a staff member has to quarantine for 14 days, a Covid test (not rapid test) is required. Sheila recommended that the library reimburse any copays for Covid tests for staff.

A motion to adjourn at 5:25 pm was made by Patti Ferrin and seconded by Sara Davison—passed.

The next meeting is December 18, 2020 at 4:00 pm.

Submitted by Ellen Collins