

January 21, 2022 REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD VIRTUALLY AT 4:00 PM

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

Present: Akkad, Arandia, Collins, Corwin, Davison, Deichert, Druker, Fabiszak (Executive Director), Ferrin, French (Business Operations and Human Resource Officer), Gilbert, Parker, Pool, Rae, Rogers, Ross, Soriano, Thomas and Walter.

Absent: Egen, Goren, Lipper and Schaeffer.

A motion to approve the minutes for the December with one correction (Corwin was present at the December meeting) was made by Rick Gilbert and seconded by Sara Davison —passed.

Chairperson’s Report: Sheila Rogers reported that the 2021 fundraising efforts exceeded the amount budgeted. Authors Night, book sales and other fundraisers earned approximately \$385,000.

Authors Night 2022 will be an in-person event only and will be held on August 13 in Herrick Park. The number of authors in attendance will depend on the size of the tent. It is still undecided as to whether Author Night dinner parties will be held. The Authors Night committee will be meeting in the near future.

President’s Report: Sara Davison reported that the Long Range Plan committee will be a combination of Board members and Department Heads. In addition to Sheila Rogers, Sara Davison and Dennis Fabiszak, the following Board members volunteered to participate in the committee: Susan Akkad, Diana Deichert, Debbie Druker, Gail Parker, Jim Pool, Chip Rae and Charlie Soriano.

Treasurer’s Report: Rick Gilbert gave the financial reports. Rick reported that as of the end of December, revenue was up vs the budget. Expenses were under budget. There is a net operating surplus of \$293,000. Because of the surplus, the planned transfer to the Contingency Fund was cancelled.

A motion to approve the draft management report and disbursements for December was made by Charlie Soriano and seconded by Debbie Walter—passed.

YTD as of 12/31/2021

Total Operating Revenue	\$2,554,218
Total Operating Expenses	2,818,243
Net Transfers	266,000
Net Surplus	\$1,975
Operating Disbursements	\$253,536.31
Other Disbursements	1,141.63
Total Disbursements	\$ 254,677.94

Book Sales: Gail Parker stated that the team of Debbie Walter, Gail Parker and Ellen Collins works well together in a tight space to process the donations. Debbie Walter reported that many high quality art books recently were received. With Steve Spataro’s help, the art books have been listed for sale.

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

- a. Circulation Statistics. Dennis shared a comparison of annual circulation statistics. The statistics show that circulation of physical items has decreased on a yearly basis and the circulation of digital services (Hoopla, Overdrive and Kanopy) continues to increase. East Hampton Library showed an increase in the circulation of digital services of approximately 7-8%. More of the budget will be directed to digital resources. Dennis added

that the Adult Reading room now houses books on CDs. Over 2/3 of the books on CDs have not been used and will be removed from the room allowing for other displays.

- b. New York State (NYS) Statistical Report. According to Dennis, NYS has made some changes as to how statistical information is to be reported. Some of the changes include: attendance to Library programs is no longer separated by virtual and in-person attendance; only the first 7 days of views to programs that are uploaded to the website will be counted; children's programs are to be separated by age and types of programs. Dennis pointed out that the use of the Library's Digital Archives is not being represented in the NYS report and this information needs to be shared with the public; Digital Archives are used by the public and their tax dollars are paying for equipment and the staff necessary to create and expand the archives.
- c. Covid Update. The end of 2021 and the beginning of 2022 has been challenging. Eleven staff members tested positive at the same time. Because the Library could not be opened safely, it was closed completely for 5 days and 5 more days were for curbside pick-up only. There was some pushback from the public during the closure. In-person programming was also cancelled. Programs for adults started this week and programs for children will start next week. All the staff are back and feeling better. Every child over two is required to wear a mask; surgical masks are provided if needed. There are some exemptions for mask wearing based on CDC guidelines. The staff room currently is closed; staff eat lunch in their cars. Fred Thiele will be giving libraries free K95 masks and home test kits. Dennis predicts that the East Hampton Library will receive approximately 75 of each item. According to Dennis, the Library covers the cost of K95 masks and testing for the staff; therefore, the free items received will be given to the public.
- d. Reel Video Archive Project. There is more fundraising to do. Genie Henderson has been hired on an hourly basis to serve as a historical consultant. A librarian will be hired to work on the project and Dennis has a candidate in mind. Dennis has asked for a quote from DigiFi to digitize the LTV DVDs. Having this process outsourced will allow the Library to concentrate on creating the archive. The Library will have a signed agreement that the LTV DVDs can be added to East Hampton Library's digital archive without restrictions and will not be charged royalties.

Memories of the Pandemic Video Project. Andrew Visconti has already conducted 60 interviews. These videos can be watched on the Library's YouTube account.

Chip Rae added that the Children's Garden is near completion. The soil has been brought in and the drip hose installed. The Building and Grounds committee will meet to discuss plantings for the spring. The Garden Club could add input as well.

The scholarship committee will meet soon.

A motion to adjourn at 4:54 pm was made by Susan Akkad and seconded by Gail Parker —passed.

The next meeting is March 19, 2022 at 4:00 pm

Submitted by Ellen Collins