

November 17, 2023 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, Arandia, Carey, Collins, Corwin, Deichert, Druker (zoom), Fabiszak (Executive Director), Ferrin (zoom), French (Business Operations and Human Resource Officer), Goren, Parker, Pool, Rae, Rogers, Ross, Shaw, Thomas, Willet and Walter.

Absent: Lipper, Molinari, Schaeffer and Soriano.

A motion to approve the minutes for the October meeting was made by Chip Rae and seconded by Brooke Goren — passed.

Chairperson’s Report:

- a. Staff/Board Holiday Party. Sheila Rogers reported that the Annual Holiday Party is scheduled for 5:00 pm on Thursday, December 7, 2023 at the Moran House. The Moran House is a short walk from the Library. Chip Rae is also checking parking availability at the Maidstone Arms. If a ride is needed, contact Dennis Fabiszak.
- b. Staff Holiday Bonus. The Personnel Committee discussed yearly bonuses on November 4, 2023. The committee suggested to offer one week’s pay as a bonus. A motion to approve the year’s bonus to equal one week of pay was made by Brooke Goren and seconded by José Arandia—approved.
- c. Staff Increase. In 2023, the staff received a 6% cost of living increase in January and a pay raise of 10% in March. This year, the Budget vote approved a 4% cost of living increase which is slightly higher than the average cost of living increase of 3.7% on Long Island. The Board agreed to offer the 4% increase; no resolution was needed because the 4% was already approved by the Budget vote.
- d. YA Room Project. According to Dennis, a total of \$550,000 has been raised thanks to an extremely generous anonymous donor. The donor has gathered a group of other new donors to contribute as well. The donor group has expressed interest in creating an endowment that would support the increase of YA Room programs and use of the room. High school students will give input to the architects. The goal is to finish the project by summer. Sheila thanked Dennis for months of work and negotiations with the donors. Liz Carey was instrumental as well.

President’s Report:

- a. Long Range Plan. Brooke Goren asked for input on the Long Range Plan. Sheila stressed the importance of hiring Spanish speaking librarians. Attracting Spanish speaking librarians is a goal and many different avenues are being tried to advertise positions available. Brooke proposed that the Board take on an initiative to sponsor a Master’s Program in Library Science to a Spanish speaker. The cost would be \$250/Board member per year. A motion to approve the initiative to fund a Master’s program in Library Science was made by Ellen Collins and seconded by Anne Thomas—approved. Brooke also mentioned the need for more high-brow programming for adults. Chip Rae suggested that nearby property acquisition be added to the plan. Brooke stated that the Long Range Plan can be adjusted; for example, the YA Room Project will now supersede the vestibule re-design project.

Treasurer’s Report: Jim Pool gave the financial reports. More donations are expected before the end of the year. Sheila added that Saturday Night Live tickets are now up for bid on Charity Buzz. A motion to approve the draft management report and disbursements was made by Debbie Walter and seconded by Susan Akkad--approved.

YTD as of 10/31/2023

Total Operating Revenue	\$2,897,783
Total Operating Expenses	2,951,553
Operating Surplus	-\$53,770
Net Transfers	\$ 539,000
Net Surplus	\$ 485,230

Operating Disbursements	225,950.84
Other Disbursements	13,372.44
Total Disbursements	\$ 239,323.28

Reel Video Archive Project: LTV Archive: Anne Thomas reported \$109,000 is available which may be enough to finish the project and fund two or three years of maintenance. According to Dennis, the Long Island Collection (LIC) has already reported use of the archive.

Book Sales: Gail Parker stated that there have been few donations this month and sales have been slow. When picking up an old and dusty book, she found an envelope inside. Thinking that it might include something to share with the Board, she opened it and found \$2500 in one hundred dollar bills. Based on the age of the bills, the money must have been in the book for about 30 years. Gail finished the report that the Book Sales room profits will show a jump this month.

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

- a. Personnel Report. Joe Brondo has been hired as a librarian in training in the Children’s room. Vicky Kotula has been hired as ½ Reference Librarian and ½ Children’s Librarian. A motion to approve the Personnel Report was made by Chip Rae and seconded by Jim Pool —passed.
- b. Budget Vote Expenditure Resolution. Dennis proposed two motions.

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 23, 2023. 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 108 Yes, 20 No*

*Springs 49 Yes, 6 No*

*Wainscott 21 Yes, 3 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 2024 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 2024 calendar year.*

A motion to approve the Budget Resolutions was made by Brooke Goren and seconded by Chris Corwin—passed.

- c. Suffolk Cooperative Library System (SLCS) Budget. SLCS provides many important services to libraries such as staff training programs, vans to transport books, equipment, trustee handbooks, etc. The amount that the East Hampton Library contributes to SLCS has increased \$1,009. A motion to approve the SLCS Budget was made by Susan Akkad and seconded by Jim Pool. Each Board member received a copy of the new trustee handbook. Dennis reminded board members that the East Hampton Library is an association library so not all information within the handbook applies.
- d. Haunted Library. The Haunted Library and Haunted Carnival was a big success and is an excellent team building experience for staff. To generate more public interest, a videographer filmed a four minute documentary about the Haunted Library. The video is posted on the Library’s you tube account and on Instagram.

- e. NY Family Leave Policy questions. The Personnel Committee recommended that when on NY Family leave, staff be permitted to use sick time pay to make up the difference in salary and can accrue paid time off. A motion was made by Ellen Collins and seconded by Liz Carey to approve the NY Family Leave recommendations—passed.
- f. Distracted Driver Policy. The Personnel Committee also recommended adding the Distracted Driver policy required by the new insurance company for Library staff who regularly drive on behalf of the Library. The policy needs to be signed and a copy of driver's licenses needs to be on file. A motion to approve the Distracted Driver Policy was made by José Arandia and seconded by Jim Pool—approved.
- g. Tuition Reimbursement Policy. The Personnel Committee addressed the need for a Tuition Reimbursement Policy for a Master's Degree in Library Science. The proposal is to offer ½ of tuition costs or up to \$3,500/year. Staff taking advantage of this policy would be required work in the Library for two years. This policy will have long term benefits and help create a stable workforce. A motion to approve the Tuition Reimbursement Policy was made by Chip Rae and seconded by Brooke Goren—passed.
- h. Background Check Policy. The new insurance company requires that background checks be done on all employees. After discussing the policy with the Personnel Committee, Dennis contacted the insurance company and the Library's lawyer and determined that the Library will have two policies. Current employees will have the following background checks conducted: criminal, national sex offender registry, work history and education. Beginning in January 2024, all new hires will have: criminal, national sex offender registry, work history, education, credit and social media usage. Dennis will hire a company to conduct the background checks and Dennis will safe-keep the reports. These background checks are standard in many institutions and must be done as a condition for continued employment or as a part of being hired. A motion to approve the institution of background checks was made by José Arandia and seconded by Janet Ross—passed.

A motion to adjourn at 5:00 pm was made by Chip Rae and seconded by Susan Akkad —passed.

The next meeting is December 8, 2023 at 4:00 pm.

Submitted by Ellen Collins