

December 7, 2023 REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD AT 4:00 PM

The meeting began at 4:00 PM.

Present: Collins, Corwin, Deichert (zoom), Druker, Fabiszak (Executive Director), Ferrin, French (Business Operations and Human Resource Officer), Goren, Parker, Pool, Molinari, Rogers, Ross (zoom), Shaw, Thomas (zoom) and Willet (zoom).

Absent: Akkad, Arandia, Carey, Lipper, Schaeffer, Rae and Walter.

As there was not a quorum, a motion to approve the minutes for the November meeting will be made at the next meeting.

Chairperson's Report: Sheila Rogers reported that the Authors Night committee has been meeting and working to sign up excellent authors for next year's event. Dennis Fabiszak added that the East Hampton Village's fireworks at Main Beach are scheduled for the same night as Authors Night.

President's Report: Brooke Goren reported that the initiative to sponsor a Master's Program in Library Science (MLS) to a Latin American language and literature specialist will cost approximately \$20,000 for four semesters. Currently, \$16,000 has been committed from some Board members; only \$4,000 remains to cover the cost. Full funding for the initiative can be covered by a payment of \$250/Board member. Brooke asked that Board members submit a check to Dennis with the annotation of MLS/Affinity as soon as possible.

The cost of the MLS is circa \$20,000 total for the four semesters. We have \$16,000 committed from a handful of board members (\$12,000 of which was in hand at last reckoning), and Dennis calculates that another \$250 from each of our remaining board members would create full funding for this initiative.

Treasurer's Report: Jim Pool gave the financial reports. According to Jim, it is likely that the Library will end with a surplus by the end of the year. As there was not a quorum, a motion to approve the draft management report and disbursements will be approved at the next meeting.

YTD as of 11/30/2023

Total Operating Revenue	\$2,928,952
Total Operating Expenses	3,228,671
Operating Surplus	-\$299,719
Net Transfers	\$539,000
Net Surplus	\$239,281
Operating Disbursements	\$256,169.90
Other Disbursements	20,263.34
Total Disbursements	\$276,433.24

Reel Video Archive Project: LTV Archive: According to Dennis, Julia Tyson of the Long Island Collection (LIC) has already catalogued 2,200 of the LTV archive videos and these videos are available for public use. The software makes it very easy for the public to access the archive. No new expenses have been incurred.

Book Sales: Gail Parker stated that there are many books available free to the public. A Christmas tree made with books is on display in the Baldwin room.

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

- a. Personnel Report. Molly Carlson has been hired as a new reference librarian. Samantha Totten, librarian assistant, is resigning. As there was not a quorum, a motion to approve the personnel report will be made at the next meeting.
- b. Background Check Policy. The new insurance company requires that background checks be done on all employees. Dennis has hired a company to conduct the checks at a cost is \$30-\$100/employee. Dennis learned that a credit check on library employees is not necessary and checking social media is too open for litigation. A revised background check policy will be presented to the Board at the January meeting.
- c. YA Room Expansion. Students and architects have met to discuss ideas for the expansion. A very popular design idea is a podcast recording area. The goal is to have the work completed by the summer. Over 50% of the donated money has been received. To make room for the expansion, books are being weeded and computers and tutoring tables will be moved. Jill Sollazzo met with Sarah Smith, principal of East Hampton High School, to arrange an after school bus run from the High School to the Library.
- d. Gardiner Foundation Project. The Gardiner Foundation is very impressed with the LIC database archive and ease of use. There is a possibility of cooperation between the EH Library and Long Island University (LIU). In the past, the Gardiner Foundation gave a grant to LIU for graduate students to scan important historical documents and set up a database. Because of the high quality database of LIC, the LIC could become the main database for all the historical archives. Dennis and Andrea Meyer could train the LIU graduate students to catalogue the scanned documents to easily fit into the LIC archive.

The meeting ended at 4:43 pm.

The next meeting is January 19, 2023 at 4:00 pm.

Submitted by Ellen Collins