

March 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: Arandia, Collins, Corwin (zoom), Davison, Deichert, Druker (zoom), Fabiszak (Executive Director), Ferrin, French (Business Operations and Human Resource Officer), Goren, Rogers, Ross (zoom), Shaw, Soriano, Thomas and Walter (zoom).

Absent: Akkad, Egen, Lipper, Molinari, Parker, Rae, Schaeffer and Willet.

A motion to approve the minutes for the January meeting was made by Jim Pool and seconded by José Arandia—passed.

Chairperson’s Report: Sheila Rogers reported that the Authors Night committee have been very productive; there are at least 40 authors who have committed to Authors Night.

Personnel Committee: Charlie Soriano explained that the Personnel Committee (Collins, Davison, Fabiszak, Ferrin, Rae, Rogers, Soriano and Willet) met on March 7, 2023 to discuss the salaries of East Hampton Library in comparison to local and regional competition. The committee overwhelmingly agreed that a 10% raise for all staff, with exception of the Director, was in order. In the future, the committee will meet to create ranges of salaries that can be used as a guideline. The committee also agreed to add a floating holiday and to hold a staff appreciation event. According to Brooke Goren, the staff appreciation event will help fulfill a Long Range Plan goal to create staff bonding experiences. Anne Thomas suggested having two staff members come to the Board meetings to help the Board get to know the staff and show appreciation. Dennis Fabiszak stated that the most the salary increases would cost is approximately \$121,000 this year.

*Personnel Committee Resolutions:*

1. Resolved that the Library will increase the salaries of all staff by 10% beginning the pay period after the March 17th Board Meeting. The Director is excluded from this increase.

2. Resolved that the Library will add 1 floating holiday for full-time staff to the benefit package by adding the following text to the Personnel Handbook.

*“Floating Holiday Leave: Full-time employees are eligible for one paid floating holiday within the calendar year, January through December, subject to the Director’s approval. There is no accrual or monetary reimbursement for an unused floating holiday leave day. Unused floating holiday leave days may not accrue from one calendar year to the next.”*

3. Resolved that the Library will hold an annual staff appreciation event which will include a short training session followed by a buffet meal and acknowledgments of staff achievements.

*(This event will take place in June and will most likely be held on a Friday afternoon.)*

A motion to approve the proposals was made by Diana Deichert and seconded by Brooke Goren—approved.

Treasurer’s Report: Jim Pool gave the financial reports. Jim reported that the January and February reports were similar; revenue is up compared to the budget and expenses have been kept under budget. The cost for the yearly Overdrive service was \$114,720. With the current market and banking issues, Dennis consulted with CIBC regarding investment income projections. The amount predicted to be earned by June had been \$160,000 and now is \$177,000.

A motion to approve the draft management report and disbursements for January and February was made by Sara Davison and seconded by Charlie Soriano —passed.

YTD as of 1/31/2023

Total Operating Revenue	\$ 1,979,356
Total Operating Expenses	216,379
Operating Surplus	1,762,977

Net Transfers	539,000
Net Surplus	\$ 2,301,977
Operating Disbursements	\$ 207,569.69
Other Disbursements	25,581.78
Total Disbursements	\$ 233,151.47

YTD as of 2/28/2023

Total Operating Revenue	\$ 2,242,092	
Total Operating Expenses	534,054	
Operating Surplus	1,708,038	
Net Transfers	539,000	
Net Surplus	\$ 2,247,038	
<u>Reel Video</u>		
<u>Archive</u>		
<u>Project:</u>		
Anne	Operating Disbursements	\$ 314,433.98
Thomas	Other Disbursements	9,533.17
reported	Total Disbursements	\$ 323,967.15

that \$152,200 has been gathered meeting the initial fundraising goal of \$150,000. According to Brooke Goren, the New York State Humanities Council grant for \$10,000 requires that a public event be held. A decision as to when to hold the event, what type of audience to invite and what to present needs to be made. The event could be used as a fundraising tool for the program and the Library too.

Book Sales: Ellen Collins reported that some 2022 Authors Night books' prices were reduced and many are being sold. Recently, a large donation arrived.

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

- a. Personnel Report. Maude Muto was hired as a full time circulation clerk. Daniel Torres resigned from his position as part time page. A motion was made by Brooke Goren and seconded by Jim Pool to accept the appointment of Maude Muto and the resignation of Daniel Torres—passed.
- b. NYC State Statistical Report. Dennis submitted the NYC State Statistical Report which is a cumbersome report and frustrating. The State constantly changes how information is reported which doesn't allow comparisons from year to year. A proposal to approve the NYC State Statistical Report submitted was made by Sara Davison and seconded by Diana Deichart—approved.
- c. ABC Mouse. The Library paid \$750 for the subscription of ABC Mouse for Library patrons. As of the end of February, over 188 families used the program and 2,650 lessons were completed. The Library's use of ABC Mouse is the 2nd highest in Suffolk County.
- d. Museum Passes. The Library paid \$745 for museum passes to local museums such as South Fork Natural History Museum, Children's Museum of the East End (CMEE), Longhouse Reserve and the Parrish Art Museum. In the first six weeks of the program, 68 patrons used the passes which is equal to \$1900 in entrance fees. Other museums might be added in the future.
- e. Library of Things. In the reference room, there will be space created to display the Library of Things. One example of the items that can be checked out are 2 record players. Other items to be checked out will be added.

Dennis reported that a negative letter to the editor was printed. Positive press on the Library's seed library has appeared recently also.

Dennis suggested removing the coin payment system for the copy machine and add a donation box instead.

Dennis was approached by David Rattray about renting space in the East Hampton Star building. The space available for rent would allow the Life Storage unit (\$684/month) to be cleared out and would be a place to store Authors Night books. In addition, the LIC could use the space for organizing large projects. Dennis will meet with David Rattray for further details.

A motion to adjourn at 5:12 pm was made by Charlie Soriano and seconded by Sara Davison —passed.

The next meeting is April 21, 2023 at 4:00 pm

Submitted by Ellen Collins

DRAFT