

October 20, 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 4:07 PM.

Present: Akkad, Arandia, Carey, Collins, Deichert (zoom), Druker (zoom), French (Business Operations and Human Resource Officer), Goren (zoom), Parker, Pool, Rogers, Schaeffer, Shaw, Soriano, Thomas, Willet and Walter.

Absent: Corwin, Ferrin, Fabiszak (Executive Director), Lipper, Molinari, Rae and Ross.

A motion to approve the minutes for the September meeting was made by José Arandia and seconded by Liz Carey — passed.

Chairperson's Report:

- a. Staff/Board Holiday Party. Sheila Rogers reported that Thursday, December 7, 2023 is the tentative date for the Annual Holiday Party. The party will be held at the Moran House at 5:00. It was agreed to hold the December board meeting on following day, December 8.

President's Report:

- a. Long Range Plan. Brooke Goren emailed a copy of the Long Range plan which includes Dennis Fabiszak's notations about the progress of implementing the goals. Brooke asked the Board to review the plan before the November meeting to ensure a rigorous discussion. Brooke added that some goals can be changed as situations change. Sheila thanked Brooke for helping to update Board members' bios on the Library's website.

Treasurer's Report: Jim Pool gave the financial reports. Revenue is up as are expenses. Fees for some Authors Night costs and the annual audit are included in this month's expenses. A motion to approve the draft management report and disbursements was made by Charlie Soriano and seconded by Susan Akkad--approved.

YTD as of 9/30/2023

|                          |              |
|--------------------------|--------------|
| Total Operating Revenue  | \$2,872,547  |
| Total Operating Expenses | 2,729,791    |
| Operating Surplus        | 142,756      |
| Net Transfers            | 539,000      |
| Net Surplus              | 681,756      |
| Operating Disbursements  | \$381,674.90 |
| Other Disbursements      | 8,092.96     |
| Total Disbursements      | \$389,767.86 |

Reel Video Archive Project: LTV Archive: Anne Thomas reported \$154,000 was raised for the project. A total of \$52,000 has been spent thus far and this amount includes payment to Genie Henderson from LTV. Films from the years of 1915-1999 have been digitized. There are 400 more films from the years 2000-2023 to be completed. According to Anne, this process will be simpler because of changes in technology during these years.

Book Sales: Gail Parker thanked Anne Thomas for arranging a large donation from a decorator. It was recommended that the real estate agents on the Board suggest to people selling their houses to donate books to the Library.

Director's Report:

- a. Personnel Report. Sophie French gave the personnel report. Kristen Ahearn has been hired as a full time reference librarian. Andrew Merkert resigned from his page position. The following staff resigned: Giulia Laraia, Children's Librarian, Rebecca Voisich and Allison Fabrizio, in the Reference Department, and Kyle Fichtner, Young Adult Librarian. Sofia Garcia and Maude Muto are now working part time in accounting and part time in

circulation. A motion to approve the Personnel Report was made by Jim Pool and seconded by José Arandia—passed.

- b. Haunted Library—October 28. The Board members are invited to help set up, attend and participate in the annual Haunted Library.
- c. NY Family Leave Policy questions. According to Sophie French, NY State pays 67% of salary during family leave. These questions need to be addressed: Can staff use sick time pay to make up the difference in salary and can the staff earn paid time off when on family leave? Charlie Soriano suggested that the Personnel Committee discuss these questions at the November Personnel Committee meeting and report back to the Board.

Andrea Meyer of the Long Island Collection (LIC) reported that there are three outstanding volunteers working in the LIC: Frank Sorrentino, Rena Rosenfeld and Lisa Stanaford, who are helping to transcribe documents, journals and accounts. Lisa discovered a WWI photo album. Andrea also explained that their efforts are extremely helpful so much so that the LIC department has to limit the time that they volunteer so that they can accomplish other tasks.

The meeting ended at 4:40 pm.

The next meeting is November 17, 2023 at 4:00 pm.

Submitted by Ellen Collins

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