

September 15, 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 4:05 PM.

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

Absent: Akkad, Arandia, Druker, Ferrin, Lipper, and Walter.

A motion to approve the minutes for the August meeting was made by Brooke Goren and seconded by Gail Parker — passed.

Chairperson's Report:

- a. Authors Night. Sheila Rogers said that a full report of Authors Night's profits will be provided at the next meeting. In the August minutes, Sheila ensured that those who helped to create the successful event were named. Planning for Authors Night 2024 has already begun.

President's Report:

- a. Budget Vote. Brooke Goren reported that the budget vote will be held on September 23, 2023 from 9:00 am – 5:00 pm. The Board is encouraged to remind friends and neighbors to vote. In early September, Dennis sent an email with information about the budget vote that can be used in reminder emails. Dennis stated that an email blast about the vote was sent to 4,000 people. Dennis also hopes to encourage younger voters to vote and has specifically contacted recent high school graduates in the hopes that some will be home to celebrate East Hampton High School's homecoming and the parade for the 375th Anniversary of East Hampton Village. If not in town, registered voters can vote by absentee ballot which can be obtained from the School Clerk.
- b. Long Range Plan. Brooke shared a hard copy of the Long Range Plan (which can also be found on the Library's website in the "About" section). Brooke asked the Board to review the plan before the October meeting to ensure an efficient discussion of the goals set. Brooke added that in the "About" section of the Library's website, the Board members are listed along with a short bio and picture. Some Board members have no entries or outdated information. Brooke asked Board members to review and update if necessary.

Treasurer's Report: Jim Pool gave the financial reports. The Library is in sound financial position. A motion to approve the draft management report and disbursements was made by Charlie Soriano and seconded by Chip Rae--approved.

YTD as of 8/31/2023

Total Operating Revenue	\$2,823,328
Total Operating Expenses	\$2,363,590
Operating Surplus	\$459,738
Net Transfers	\$539,000
Net Surplus	\$998,738
Operating Disbursements	\$397,385.60
Other Disbursements	\$11,663.89
Total Disbursements	\$409,049.49

Reel Video Archive Project: LTV Archive: Anne Thomas reported that the public launch event for the Reel Video Archive Project has been postponed. An event for donors and sponsors will be held in the future. Dennis stated that 2500 films are in the digital archive of the Long Island collection and are currently being catalogued and soon will be available to the public. Dennis also added that he is hiring a professional video editor to make a 3-4 infomercial about the digital archive; the video will list sponsors as well. Dennis hopes that the infomercial can be shown at the East Hampton Film

Festival. Chip Rae suggested that the Reel Video Archive Project be a topic for one of the East Hampton Historical Society lectures.

Book Sales: Gail Parker announced that a donation of books from Katie Couric is expected. The free books are very popular and are flying off the shelves.

- a. Personnel Report. Emily Ryan resigned from her page position to attend college. Cost of living and the commute have caused a number of resignations: Giulia Laraia, Children's Librarian, Rebecca Voisich and Allison Fabrizio, in the Reference Department, all have submitted letters of resignation and Kyle Fichtner, Young Adult Librarian, will be leaving soon.
 - a2. PTO Leave Policy – partial and accrual. This topic was not discussed.
- b. Staffing Issues. Interviews have begun and Dennis is encouraged by the number of applicants; the competitive salary and benefit package that the Library can offer has been helpful. Because of the numerous vacancies, Dennis may need to shift and juggle employee's positions. Dennis introduced Jill Sollazzo who will take over Kyle's position in the Young Adult room. Jill held a part-time librarian position and has been promoted to a full time position. Dennis added that Jill has been instrumental in planning the Haunted Library events.
- c. Insurance Coverage. Dayton Ritz Osborne Insurance Company (DRO) is the Library's new insurance agency. DRO was able to receive a \$5675 retroactive rebate for fire sprinklers. DRO recommended that the Library have an industrial appraisal of the building, contents and art work. When the appraisal report is received, Dennis will ask a separate Board committee to look at what the Library wants to have covered. Another insurance issue raised is the need for background checks on employees. Dennis wants to be careful about how running background checks is managed; he is asking how other libraries handle the situation.
- d. Haunted Library. Dennis explained that the Haunted Library is the 3rd largest event offered by the Library. It is an excellent staff team building event and could be for the Board too. Board members can email Dennis if available to help set up or participate/act in the event. Some set-up will begin on Friday after 5:00 pm. The Library will be closed on Saturday, October 28. According to Jill Sollazzo, there will a separate children event from 2:30-5:30. It will be held in the Children's room with a scavenger hunt through some carnival type games and each child will receive a goody bag at the end. Those 12 years and older can participate in the Haunted House from 6:00 – 9:00 pm and the theme this year is Victorian London with Jack the Ripper on the loose. Dennis would like the video editor to film a walk-through of the Haunted House and capture some of the participants' reactions afterwards.
- e. Possible Construction Projects. Dennis received the good news that the prospective donor is interested in funding the Young Adult room expansion. Dennis is working on writing up a description of the expansion which the donor will share with others to acquire the funds. The donor is also interested in setting up a fund that is self-sustainable to promote other programs for the youth. Dennis will share the front lobby re-design again with the Board.

Dennis is going to reach out to the Gardiner Foundation for more funding for the EH Library data base. In the past, the Gardiner Foundation funded \$1,500,000 to Long Island University (LIU) to create a digital archive. The EH Library digital archive already has three times more data than LIU and the EH Library site is much more user friendly.

Chip Rae recommended bringing back the Library Holiday Party. He will try to reserve the Moran House for the event.

The meeting ended at 5:14 pm.

The next meeting is October 20, 2023 at 4:00 pm.

Submitted by Ellen Collins