

January 19, 2024 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: Akkad (zoom), Carey, Collins, Deichert (zoom), Fabiszak (Executive Director), French (Business Operations and Human Resource Officer) (zoom), Goren (zoom), Pool, Molinari, Rae, Rogers (zoom), Thomas (zoom), Walter and Willet (zoom).

Absent: Arandia, Corwin, Druker, Ferrin, Lipper, Parker, Ross, Schaeffer, and Shaw.

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

Chairperson's Report: Sheila Rogers requested that Board members make every effort to attend the next Board meeting to be held on March 15, 2024 in order to approve a number of motions and resolutions. Dennis Fabiszak added that the Annual Report will need to be approved also.

President's Report: Brooke Goren reported that Dennis has identified a possible candidate to take advantage of the Board's initiative to sponsor a Master's Program in Library Science (MLS) and to work as a Latin American language and literature specialist.

Treasurer's Report: Jim Pool gave the financial reports. According to Jim, the Library's investments were up this year. Overall, the Library ended with a surplus even with the staff raises given in March. 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 12/31/2023

Total Operating Revenue	\$3,033,241
Total Operating Expenses	3,483,035
Operating Surplus	-\$449,794
Net Transfers	\$539,000
Net Surplus	\$ 89,206
Operating Disbursements	\$260,672.86
Other Disbursements	69,135.75
Total Disbursements	\$329,808.61

Reel Video Archive Project: LTV Archive: Dennis reported that he and Julia Tyson of the Long Island Collection (LIC) met with LTV. LTV is going through the 12,000 remaining shows to choose which films should be preserved. The Reel Video Archive Project is still within the budget.

Book Sales: Debbie Walter stated that new shelves were installed in the Amazon room to hold extra Authors Night books. In the past, Debbie gave her father books about WWII that could not be sold on Amazon. After her father's death, Debbie learned that he shared these donated books with other Veterans. Recently a student club, the Whiskey Bravo Project having the mission to teach students about the importance of the military, began in Springs. The student club of Whiskey Bravo has been volunteering to share these donated books with Veterans and Veterans Associations locally and across the country.

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

- a. Personnel Report. Samantha Totten, librarian assistant, has resigned to complete student teaching. Kimberly Gonzalez, LIC page, resigned due to loss of housing. As there was not a quorum, a motion to approve the personnel report will be made at the next meeting. Dennis added that there were 4 staff members in the past nine days tested positive for COVID. NYS rules that personnel with COVID must stay away from work for five days and not be charged sick time. If more than five days are required, staff can apply for family leave. The Library pays for a staff member to get a PCR test from Dr Dempsey's office. Staff is not charged for the time taken off from work to get the test done.
- b. Background Check Policy. 100% of the staff has undergone the background checks required by the new insurance company. When the fire inspection report is received and forwarded to the insurance company, all requirements stipulated from the new insurance company will be completed.
- c. Gardiner Foundation Project. The Gardiner Foundation has directed other organizations to contact the Library for digital storage. According to Dennis, the Suffolk County Historical Society has applied for a grant from the Gardiner Foundation to preserve the papers and documents of the Smith family, the founding family of Smithtown. The Historical Society would be responsible to scan and catalogue the documents and store the actual documents; the LIC would then upload the scanned documents to the archive. Dennis shared that many people have contacted the Library and offered to share or donate documents. In the past, many of these documents would have had to be purchased by the LIC. In addition, the Long Island University (LIU) has given access to its entire archive.
- d. YA Room Expansion. Dennis shared the architect's rendering of the YA Room expansion. The architect, with the input from teens and the Library staff, has successfully made a plan to repurpose existing space to be better used. Ray Harden of Krupinski Building has already applied for permits and the room is being cleared of materials so that construction can begin with the goal of completed construction by summer. The new room will have moveable and multipurpose furniture allowing the room to be used in multiple ways, for example, removing all the furniture could allow for a meeting room of 25-30 students. The new room will be able to be divided with screens and will have a large LCD TV for gaming and programs. All but \$50,000 of the donors' pledge has been received. The donors have expressed interest in setting up an endowment to fund teen programs and services. The after school bus comes from the East Hampton High School to the Library every day. In the future, it is possible that a bus would be added for 7th & 8th grade students to come from East Hampton Middle School and Springs Schools. The podcast recording area will be located outside of the YA room and will be available to be booked by all library patrons.

Dennis requested approval to begin the process of replacing the Florida heat pump with geothermal cooling system. Kolb can replace the unit at the cost of \$28,650. Although there was not a quorum present, Board approval was given because of the lengthy wait time for delivery (six-eight weeks) of the unit.

The extra clay roof tiles left over from the most recent addition are now being stored out of sight on the Library property.

The meeting ended at 5:01 pm.

The next meeting is March 15, 2024 at 4:00 pm.

Submitted by Ellen Collins