

2007, JANUARY 19, MINUTES OF THE REGULAR MEETING OF THE BOARD OF MANAGERS OF THE EAST HAMPTON LIBRARY HELD AT 4:00 P.M. AT THE LIBRARY

The chairman of the board, Tom Twomey, called the meeting to order at 4:00 p.m. Present: Carey, Chapman, Collins, Davison, Epstein, Fabiszak, Ferrin, Hitchcock, Hunting, Kelleher, Kennedy, Livera, Mercer, Niggles, Scheerer, Twomey and two staff members, Arleen West and Marci Vail. Joan Osborne and Eleanor Ratsep were also present: Absent: Cromack, Furlaud, Lebwith, McGuirk, Parker and Ross.

The minutes were approved with two typos corrected and the figures for the Library Society report should read \$89,931 received and \$16,000 ahead of last year.

The treasurer's report is as follows:

Full Year Actuals for 2006:

Total revenues of :	\$1,599,739
Operating Expenses of:	\$1,446,814
Operating Surplus of:	\$ 152,925 (vs. budget of \$23,298)
Surplus after Capital Items:	\$ 5,505

A motion was passed to accept the treasurer's report.

The Business Committee has recommended the following motions which were passed unanimously.

- 1: That we name UBS as our broker advisor replacing Mass Mutual for our pension accounts. New pension accounts will be established for all eligible employees through UBS. Current accounts with Mass Mutual will remain in place until such time as any surrender fees have expired at which time they will be moved to UBS.
- 2: That we reimburse employees for the extra expense involved with moving the pension books to UBS, not to exceed \$35 per employee.
- 3: That we change the capital expenditure portion of the 2007 budget, which was approved in May, 2006, from \$40,000 to \$60,000.
- 4: That we offer at the employee's expense, the option of purchasing the Aflac Personal Cancer Indemnity Plan and the Aflac Personal Disability Income Protector Insurance.

5: That we establish a Cafeteria Plan that will allow the library to deduct the family portion of the health care contribution pre-tax for each participating employee. This would save about \$1500 per year in FICA tax.

6: That we pay Lisa Houston \$1,151.60 which accounts for 8% of her annual income and will account for her not being enrolled in the East Hampton Library Pension Plan for the year 2005.

President's Report: Doreen Niggles reported that 2006 was our best fund-raising year yet and thanked the hard working members of the board for their efforts.

We will be hosting Novel Night again in August. The committee will meet on Saturday, January 27<sup>th</sup> at 10 a.m.

The nominating committee met and would like to propose a candidate to replace Kate Cameron on our board. Our By-Laws allow for the seat to be filled and the committee would like to propose Diana Dayton to fill Kate's seat. Her knowledge and library back ground will benefit the library greatly and her dedication to the Long Island Collection is a valued asset.

A motion to elect Diana Dayton to the board was passed unanimously.

Director's Report: Arleen West demonstrated the self-checkout software and system that we can make available to our patrons. A motion was passed to utilize \$3500 out of our present budget to purchase a license for the system on a trial basis.

Marci Vail gave a presentation of the digitizing of the Long Island Collection which has begun. Patrons are always asking for copies of documents and images and when the process is completed, materials which have been scanned can be sent by e-mail. The images can be enhanced and enlarged so as to be more readable. Entire volumes can be scanned.

A motion was passed to authorize Dennis to continue digitizing the Long Island Collection.

A motion was also passed for our library to join the downloadable media coordinated order available through SCLS which 42 libraries have joined. It will cost \$1600 out of existing funds to enter the project for the first year and \$500 to purchase more items. This will allow our patrons to download e-books, audio books, etc. from anywhere 24 hours a day.

We have received 600 books from the collection of Adelaide de Menil which the staff are sorting carefully. A letter of thanks has been mailed.

Enviro has completed the work of sealing the basements, installing industrial dehumidifiers, installing piping and pumps for the HVAC water waste and installing air cleaning units in the ducts.

We received a letter from Heather Anderson from the Springs Library thanking us for purchasing and installing their new computer system.

We have copies of a program called Computer Cop Software given to us by Suffolk County Sheriff DeMarco, which is a program parents can use that will help them determine if their children are contacting predators online. Parents can pick up a free copy at the library.

Innovative Interfaces Inc. will be upgrading our circulation system.

Dennis handed out copies of the completed Emergency Manual for the library which he has been working on. It covers every possible emergency situation and includes a Code Adam Alert which would be announced over the intercom in the case of a missing child. Dennis will train the staff in all the proper procedures.

Library Society: Doreen announced that we have received \$337,005 which is \$89,500 over budget and we have a 30% increase in donors.

There will be no meeting in February. The next meeting will be held on Friday, March 16<sup>th</sup> at 4:00 p.m.

The meeting was adjourned at 5:30 p.m.

Barbara H. Scheerer, Secretary