

AMAGANSETT FREE LIBRARY  
REGULAR MONTHLY MEETING  
Approved Minutes of June 26, 2020

Present: Dan Mongan (President), Calandra Sheen (Vice President), Rachel Gruzen (Treasurer), Shari Thompson (Secretary), Meredith Cairns, Brock Lownes, Lynne Weinlandt, Marc Donnenfeld, Lauren Nichols (Director). The meeting was video-conferenced and began at 9:07 a.m.

I. Approval of Agenda. Approved without objection.

II. Approval of Minutes from May 29, 2020 Regular Meeting. Approved without objection.

III. Executive Session (as necessary). There was no need for an Executive Session.

IV. Financial Report. Treasurer Rachel Gruzen reported that we are halfway through the year and 45% through our budget. Director Lauren Nichols noted that while we are a little over budget on supplies, due to COVID-19, we have no maintenance needs right now and are pretty much set for winter. Lauren felt that considering the circumstances, "we can feel comfortable and confident" looking ahead to the next couple of years.

V. President's Report. President Dan Mongan, who has to leave the board after having served two terms, thanked the trustees and Lauren for the pleasure of working together, and the board and Lauren thanked Dan for his effective and far-sighted leadership.

VI. Director's Report. (See attached.) Every year for the past five years, the Baldwin Family Foundation has given our library a \$5,000 gift certificate at Bookhampton, and Lauren Nichols reported that we have been using this year's gift to buy books before patrons ask for them (which makes our patrons happy) and to buy additional copies of best-sellers, plus interlibrary loans have re-started but if it takes too long to get a book, we will buy a copy.

Lauren reported also that our curbside service has been "busy," with 15 to 20 pickups a day, that we get some two dozen requests a day on the phone or by email, and that our "help yourself" carts with free books, periodicals, and DVDs "have proven quite popular." Our online classes and talks have also been quite popular, with at least 15 and as many as 40 attendees (more than we had at our in-library programs). Lauren noted that our online programs have been time-saving for the staff and that in future we might combine online with in-library programming.

In response to questions, Lauren said that returned items will be put aside for 72 hours and then wiped off and put back in circulation. Posters with notice of our programs will be made and put up outside the library, and the soundtrack, made by 52 students, of favorites to listen to during the pandemic has been made part of the Ross School's curriculum. A draft replacement poster of the Donor Wall (see attached) will replace the Donor Wall that has been by the library's side entrance. Board members were asked to look through it and to make any corrections.

Lauren emphasized that library staff are viewing the pandemic "as an opportunity to evaluate our role and focus our energies on improving efficiency and developing a service plan to address the changing needs of our community, especially for the upcoming winter." She asked the trustees to tell her what our individual priorities are.

VII. Secretary's Report. Secretary Shari Thompson had nothing special to report.

VIII. Trustee Reports. Dan Mongan noted that within the next year the population of Amagansett is going to grow and that this presents our library with an opportunity to engage new families. Lauren Nichols noted that we get at least one call a day from people who have decided to move here and are asking for library cards.

IX. Committee Reports

A. Friends

1. Motion to approve the deposit of \$2,266.90 to Charlie & Sons for exterior landscaping. A vote was taken, with one opposed and the rest in favor.

It was suggested that the Friends could hold a meeting on Zoom, to bring in the community.

X. Old Business

A. Vote and trustee election. The Amagansett Library trustee election results were approved without objection. Lynne Weinlandt will continue on the board, and Marc Donnenfeld will return to the board, for a three-year (2020-2023) term.

B. Appointment of 2020-2021 Officers. The board unanimously elected our officers for 2020-2021: Marc Donnenfeld, President; Calandra Sheen, Vice President; Rachel Gruzen, Treasurer; and Shari Thompson, Secretary.

XI. New Business

A. Motion to approve severance agreement for the Assistant Director. Approved without objection.

XII. Approval of Regular Bill for June. Approved without objection.

XIII. Approval of the Personnel Report. Approved without objection.

XIV. Correspondence. None.

XV. Period for Public Expression. No one from the public was present.

XVI. Adjournment. The meeting was adjourned at 10:45 a.m.

Next Meeting Date: Friday, July 31, 2020, at 9:00 a.m.