

AMAGANSETT FREE LIBRARY  
REGULAR MONTHLY MEETING  
Approved Minutes of August 28, 2020

Present: Marc Donnenfeld (President), Calandra Sheen (Vice President), Rachel Gruzen (Treasurer), Shari Thompson (Secretary), Meredith Cairns, Brock Lownes, Lynne Weinlandt, Lauren Nichols (Director). The meeting was videoconferenced and was called to order by President Marc Donnenfeld at 9:03 am.

I. Approval of Agenda. Approved without objection but with the provision that the Financial Report (item IV) be moved up to come first, since Treasurer Rachel Gruzen was unable to stay for the entire meeting.

II. Financial Report. Treasurer Rachel Gruzen reported that we are 66% through the year and 61.4% through this year's budget. Director Lauren Nichols noted that we have overages on supplies, on account of COVID-19, and on library materials, but that donations have been coming in and the only capital expenditures that she foresees are a repair to one of our HVAC units, if it doesn't make it through the end of the summer (coil replacement or, in a worst-case scenario, a total replacement---our units are fifteen years old), and the upgrade of our window seats with new cushions and throw pillows.

Vice President and Architectural Committee member Calandra Sheen showed the board samples of fabrics that could be used for the window seats. We all felt that it would be helpful to have larger swatches, and swatches of alternative colors. Calandra and Marc Donnenfeld will get swatches, we'll be able to see them on the window seats, and we'll make a choice at next month's board meeting

III. Approval of Minutes from July 21, 2020 Regular Meeting. Approved without objection.

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

V. President's Report. President Marc Donnenfeld had nothing special to report.

VI. Director's Report. Director Lauren Nichols reported that after Labor Day the library will be open from 10:00 am to 5:00 pm, Mondays through Saturdays, and that we will see what traffic patterns emerge and then decide whether the number of persons allowed in the library at one time needs to be limited. Curbside service will continue, since some patrons might be skittish about going into the building, and there will be no indoor meetings or programs, but some outdoor events might be able to be arranged. The children's area will be strictly for reading; toys have been removed from the play space.

School will reopen on September 9th. Our online tutoring service, Brainfuse Homework Help, available from 2:00 to 11:00 pm, will expand its hours, and our children's librarian, Evan Harris, is working with the school librarian on curriculum support.

Lauren noted that the staff will take their temperatures. Patrons won't have their temperatures taken but can voluntarily leave their names and phone numbers on a sign-up sheet for contact tracing. The sign-up sheet will be kept for three weeks.

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

VIII. Trustee Reports. None of the trustees had anything special to report.

IX. Committee Reports

A. Friends

1. Brick Fundraiser. Shari Thompson reported that she emailed all of the board members and our director a copy (attached) of the Animal Rescue Fund's brick order form, to refer to if/when we start a brick fundraising campaign. Director Lauren Nichols noted that Phase One of our re-landscaping has been completed. Whitmore's moved our sprinkler heads (at no charge), but the flowers need soaking, and Lauren is getting a quote for an irrigation system.

It was agreed that the Friends will need to do fundraising for Phase Two. When it is decided what elements are to be included, a meeting with Whitmore's will be set up, to work out the design. We will want to publicly acknowledge the generosity of the family of John Woods---they contributed substantially to the re-landscaping---and of Whitmore's.

B. Architectural Committee

1. Window Seats. See Financial Report, item II, above.

X. Old Business

A. Phased Reopening

1. Library Service Fall 2020 and Beyond

(a) Contact Tracing. See Director's Report, item VI, above.

(b) School closing/opening coordination. While school closing does not necessarily mean that the library will close as well, it was agreed that we will use school-closing information to help inform library-closing decisions.

XI. New Business

A. HVAC. See Financial Report, item II, above.

B. Annual Appeal. It was agreed that because our virtual summer events were very well attended, with more than 500 participants, and because there has been an influx of new families into the community and we want to connect with them, we will send out an appeal this fall, ideally in October (as we did last year). We will check with the post office to see if the timing will work for them. President Marc Donnenfeld will draft the appeal.

XII. Approval of Regular Bills for August. Approved without objection.

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

XIV. Correspondence. Director Lauren Nichols reported that she received a gracious letter (copy attached), accompanying a contribution, from the Accabonac Protection Committee, thanking our library for helping them, this summer, with their programs.

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

XIV. Adjournment. The meeting was adjourned at 10:28 am.

Next Meeting Date: Friday, September 25, 2020 at 9:00 am.