

AMAGANSETT FREE LIBRARY
REGULAR MONTHLY MEETING
Approved Minutes of October 30, 2020

Present: Marc Donnenfeld (President), Calandra Sheen (Vice President), Shari Thompson (Secretary), Meredith Cairns, Brock Lownes, Lynne Weinlandt, Lauren Nichols. Also present: Irene Silverman (Amagansett resident). The meeting was videoconferenced and was called to order by President Marc Donnenfeld at 9:05 am.

I. Approval of Agenda. Approved without objection.

II. Approval of Minutes from September 25, 2020 Regular Meeting. Approved without objection.

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

IV. Financial Report. Director Lauren Nichols reported that "we are coming in under budget" and noted that our copying machine, which is 15 years old, needs to be replaced. The new copier, for which we have the funds, will have fax, scanning, and wireless-printing capabilities.

V. President's Report. President Marc Donnenfeld expressed "my gratitude to Lauren and the staff for doing a terrific job" keeping our library functioning so well in the face of the pandemic.

VI. Director's Report. Director Lauren Nichols reported that Charlie & Sons, who are doing our re-landscaping, have donated a drip-irrigation system for our Friends Garden but that we will need to pay up to \$275 for parts. This expense was approved without objection.

Lauren noted that a copy of the library's insurance policy is available to any trustees who would like to have it and that board members as well as staff are covered.

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. Lynne Weinlandt suggested that those of us who are interested visit Hampton Signs, in Southampton, to get ideas for a sign, in the Friends Garden, that will list and thank our donors. President Marc Donnenfeld suggested, and it was agreed, that until our outdoor sign is ready, there be a temporary sign at the front desk, acknowledging and thanking Charlie & Sons and other contributors to the garden. Lynne suggested also that a fundraising letter be sent to our Friends in February, in time for Valentine's Day presents to be made to the garden.

Shari Thompson reported that Friends of the East End Libraries are going to have an online conversation in which libraries who have had brick fundraising campaigns can share their experiences. The conversation has not yet happened; Shari will follow up with the group's chair.

B. Architectural Committee

1. Window Seats. Calandra Sheen reported that the project is "moving along." The foam inserts for the cushions are ready, but there has been a delay in getting the fabric, which should arrive in mid-November.

X. Old Business.

A. Phased Reopening. Director Lauren Nichols reported that "things are going well" and that most patrons come into the library for browsing, printing, and computer help.

B. Annual Appeal. Lauren reported that our annual appeal, this fall, got a very good response and that with the holiday season coming up, contributions should continue to come in. At least two-thirds of our donors are either first-time contributors or have made contributions a number of years before and have returned.

XI. New Business

A. Board Meetings. Our November board meeting will take place the day after Thanksgiving, as scheduled, but it was moved that we meet on Friday, December 18th, instead of a week later, on Christmas Day. Approved without objection.

B. Staff Appreciation. President Marc Donnenfeld suggested, and we enthusiastically agreed, that we find a way to show our appreciation to the library staff. In the discussion that followed, it was moved that all staff be given an early 3% cost-of-living increase. The increase was approved without objection, and it was further agreed that we will all think about an appropriate additional staff gift for the holidays.

C. Motion to approve the Suffolk Cooperative Library System 2021 Budget. Director Lauren Nichols noted that half the SCLA's budget comes from state funding and the other half, from member libraries. Our proposed share for next year will increase by \$217, and there will be five-day instead of three-day delivery. The increase was approved without objection.

D. Review of the Bylaws. Lauren did not recommend any changes.

E. and F. Motion to approve the updated Circulation Policy and Motion to approve the update Confidentiality Policy. Approved without objection. Lauren noted that these are templates from legally reviewed policies, and Meredith Cairns, who is a lawyer, agreed to review them.

G. Amagansett Historical Association. Director Lauren Nichols reported that she received a mailing from Peter Garnham, President of the AHA's board, to the effect that the AHA was going to merge with the East Hampton Historical Society---and then received a second letter from Peter, to the effect that "for financial reasons," the EHHS has called the merger off. In the discussion that followed, it was agreed that we, and the Amagansett community, need information, and it was suggested and agreed that Peter be invited to our November board meeting to tell us what the situation is and answer any questions that we, and whoever from the public attends our board meeting, might have. A committee consisting of Marc Donnenfeld, Shari Thompson, and Lauren was appointed to put together a list of questions that any of us have and that we can give to Peter in advance of our November meeting, so that he will be prepared.

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

XIII. Approval of the Personnel Report. Director Lauren Nichols reported that Erica Illaisaca is moving and changing her status from full- to part-time; as of October 30, 2020, she will be

working at home ten hours a week. Approved without objection. Lauren said that she does not foresee hiring anyone, at least until after the holidays.

XIV. Correspondence. None.

XV. Period for Public Expression. Irene Silverman did not address the board.

XVI. Adjournment. The meeting was adjourned at 10:30 am.

Next Meeting Date:

Friday, November 27, 2020, at 9:00 am