

AMAGANSETT FREE LIBRARY  
REGULAR MONTHLY MEETING  
Approved Minutes of September 25, 2020

Present: Marc Donnenfeld (President), Calandra Sheen (Vice President), Shari Thompson (Secretary), Meredith Cairns, Brock Lownes, Lynne Weinlandt, Lauren Nichols (Director). Also present: Gregory Ferraris. 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 August 28, 2020 Regular Meeting. Approved without objection.

III. Annual Financial Report presented by Gregory Ferraris, CPA

A. Motion to approve the Annual Financial Statements prepared by Gregory Ferraris, CPA. Gregory Ferraris reviewed his draft of our financial statements for the years ended on December 31, 2018 and 2019. Approved without objection.

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

V. Financial Report. In the absence of Treasurer Rachel Gruzen, Director Lauren Nichols reported that we are three-quarters through the year and 70% through our budget. Lauren noted that spending on supplies is up, because of the pandemic, and that at the end of the year we will see what the extra costs have been and will make an adjustment in our 2021 budget.

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

VII. Director's Report. Director Lauren Nichols reported that the library is doing outreach and providing voting information for the November election and that she has been doing poll-worker training. See *Suffolk County Early Voting* and *2020 Early Voting FAQ*, attached.

In response to a question, Lauren noted that the library's air conditioning should be all right for the rest of this year. One of our HVAC units---they are all 15 to 18 years old---has been repaired. If it needs to be replaced before year's end, we have the funds; otherwise, our 2021 budget will allow for maintenance and, if necessary, replacements.

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

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

X. Committee Reports

A. Friends. Shari Thompson reported that she attended an informal meeting, on Zoom, of Friends of East End Libraries on September 16th and asked if any of the libraries represented

have had brick fundraising campaigns. At least two of them had, and the group's chair is going to organize an online conversation about bricks, so we'll learn from others' experiences.

Lynne Weinlandt, Meredith Cairns, and Shari met with Lauren Nichols last week to discuss Phase Two of our re-landscaping project. They envisioned sponsorship opportunities (bricks lining the flowerbeds, benches, windowboxes), a donor board to which names could be added periodically, and a plan for fundraising,

B. Architectural Committee

1. Window Seats. A proposal from Francisco Poblete for new cushions and throw pillows and for reupholstering our window seats in the children's area and on the second floor was reviewed and was approved without objection. Samples of the fabrics have been in the library for the trustees to see. Since Francisco Poblete is the husband of Calandra Sheen, our Vice President, Calandra "stepped out" of the meeting while the vote was being taken.

XI. Old Business

A. Phased Reopening.

1. Library Service Fall 2020 and Beyond. Director Lauren Nichols reported that since the library reopened, **the staff has been "outstanding,"** she has gotten positive feedback, and that patrons and visitors have been "happy, positive and kind, and follow the rules" for mask-wearing and social distancing. "It's as good as it could possibly be," and "we're in good shape for whatever the coming year brings."

XII. New Business

A. Annual Appeal. Our annual appeal will be sent out, this fall, to all Amagansett post-office boxholders and to our list of active donors from the past three years, and we will be sure to give the post office advance notice of the mailing. The appeal letter, drafted by President Marc Donnenfeld, was approved without objection.

B. General Election. See Director's Report, above.

XIII. Approval of Regular Bills for September. Approved without objection.

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

XV. Correspondence. None.

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

XVII. Adjournment. The meeting was adjourned at 10:10 am.

Next Meeting Date: Friday, October 30, 2020, at 9:00 am.