

AMAGANSETT FREE LIBRARY

REGULAR MONTHLY MEETING

Revised Unapproved Minutes of November 27, 2020

Present: Marc Donnenfeld (President), Calandra Sheen (Vice President), Rachel Gruzen (Treasurer), Shari Thompson (Secretary), Meredith Cairns, Lauren Nichols (Director). Also present: Peter Garnham (President, Amagansett Historical Association), on the phone; Cathy Peacock (Co-chair, Amagansett Village Improvement Society), Patty Garvey (AVIS board member). The meeting was videoconferenced and was called to order by President Marc Donnenfeld at 9:05 am.

I. Approval of Agenda. Approved without objection but with the stipulation that with Peter Garnham attending as our invited guest, we begin with item IX. C, Amagansett Historical Association Outreach.

Peter recounted the history of the AHA, which was founded in 1964 to purchase Miss Amelia's Cottage (built-in 1725) and save it from being replaced by a supermarket and a parking lot. For some 40 years, he has managed the AHA, doing everything from mowing the lawn to paying bills to supervise the upkeep of the buildings to fundraising. Now that he wishes to retire, and with a planned merger with the East Hampton Historical Society has fallen through, we discussed ways in which the AHA can continue to be maintained and to fulfill its mission of preserving our hamlet's historical and cultural heritage.

We thanked Peter for being so generous with his time and information, and for answering our questions. (In preparation for this meeting, a list of questions, including some questions from AVIS, had been sent to Peter in advance.) It was agreed that the committee formed at our last board meeting---Marc Donnenfeld, Shari Thompson, and Lauren Nichols---along with Calandra Sheen and Rachel Gruzen, who will sit in as members of the public, and Cathy Peacock and Patty Garvey, will meet to consider how we might go forward in working with the AHA.

II. Approval of Minutes from October 30, 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're right on target." We've had some increased expenses, for COVID-related supplies, and have purchased more books, but our hours are reduced and we have two fewer staff members. Director Lauren Nichols thanked Rachel for the time and care that she has given to our financial statements---and noted, interestingly, that many of our patrons have become "computered out" during the pandemic and that we've been purchasing more books in response to a renewed preference for reading print.

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

VI. Director's Report. Director Lauren Nichols thanked the board for the cost-of-living increases that were given to the library staff early, beginning this month. See also item X, A.

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. Shari Thompson reported that the Friends of East End Libraries' online conversation, about the experiences member libraries have had with brick fundraising campaigns, has not gotten going but that Bricks R Us, which is the company that the Animal Rescue Fund (ARF) has used, is offering a webinar that we might find helpful.

B. Architectural Committee

1. Window Seats. Calandra Sheen reported that there has been a further delay in getting the fabric for our new window-seat cushions, but that it should arrive by mid-December.

C. Amagansett Historical Association Outreach. See item I, above.

X. Old Business

A. Phased Reopening.

1. Library Service Winter 2020 and beyond. Director Lauren Nichols noted that the library "has not been super-busy" and "we have plenty of space." The staff take their temperatures every day, we have an upgraded ventilation system, and windows are kept open. Lauren specified in her Director's Report that "there may likely be occasions over the winter where the library shuts down unexpectedly for a few days. The daily health questionnaire is required for staff, and there is a voluntary sign-in at the side entrance for the public for contact tracing. The library can quickly scale back to curbside service only if suggested or required by health officials."

2. Annual Appeal. Lauren reported that our annual appeal has brought in \$11,411 from 67 donors and that contributions are continuing to come in. Lauren noted that now that we are not charging for the use of the copier, some patrons who use the copier make or send in contributions.

3. Budget 2021. Lauren went through our proposed budget for 2021, item by item, and noted that while we can expect to see a decrease in income and an increase in expenses (we might have to add hours and hire a part-time librarian), we should be able to "make do with what we have." Our 2021 budget was approved without objection.

XI. A. Motion to approve the Records Retention Policy. Approved without objection.

B. Motion to approve the updated Bulletin Board Policy. Approved without objection.

C. Motion to approve the updated Display and Distribution of Free Materials Policy. Approved without objection.

D. Motion to approve the 2021 Board Meeting Dates and Holidays. Approved without objection.

E. Holiday decorations. Director Lauren Nichols reported that a wreath of greenery has been donated to the library, and it was agreed that as a seasonal (rather than as a religious) symbol, it will enhance our front door. Also, lights in the library's windows will contribute to Light Up Amagansett and help to brighten Main Street over the holidays. ***[Afternote: Light Up Amagansett has been canceled this year.]***

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

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

XIV. Correspondence. None.

XV. Period for Public Expression. Neither Cathy Peacock nor Patty Garvey addressed the board.

XVI. Adjournment. The meeting was adjourned at 11:30 am.

Next Meeting Date: Friday, December 18, 2020, at 9:00 am.