

Ashleigh Blake:

Okay, we're recording.

Mariah Hurwitz:

Okay. So tonight is February... Oh, This is Mariah Hurwitz Tonight's February 8th, 2021. This is the regular monthly board meeting for the Sherman Library Association Board of Trustees. Please note, the meeting is being recorded and I'm going to call the meeting to order. It is 5:36 PM. And Laura, I'll turn it over to you for the next items on the agenda.

Laura Jagodzinski:

Thank you. First, I'd like two volunteers to review this month's meeting.

Mariah Hurwitz:

Looks like Irit and Lauren. Laura you're frozen.

Irit Granger:

Yes, I volunteer.

Mariah Hurwitz:

Yeah, I don't... Laura appears to be frozen though.

Irit Granger:

She does appear to be frozen.

Mariah Hurwitz:

Let me text her really quick.

Irit Granger:

Now she's off it altogether.

Mariah Hurwitz:

She'll probably be back in a moment.

Barbara Ireland:

I'm going to turn up the volume in my computer, because I can't hear you.

Mariah Hurwitz:

Are you having trouble hearing me?

Barbara Ireland:

Yes.

Irit Granger:

I'm not.

Henry Cooperman:
It's not you, Mariah.

Elly Bockley:
No, I can hear you fine. I didn't hear Laura very well.

Barbara Ireland:
It was Laura and Ashley. Okay, say something, Ashley, will you?

Ashleigh Blake:
I was muted. I'm not muted any longer. I will let Laura in when she joins us back again in Zoom. I'm waiting for-

Barbara Ireland:
I can hear better now.

Roger:
Hi all.

Henry Cooperman:
Hey, Roger.

Roger:
How you doing?

Barbara Ireland:
That was my technician.

Mariah Hurwitz:
Okay, so she's joining back in, but can we get the two volunteers for the... review the notes? Were...?

Elly Bockley:
Irit and Lauren.

Mariah Hurwitz:
Oh, Irit and Lauren, thank you. She'll be back in a moment. I don't know-

Henry Cooperman:
If you go into gallery view, it looks like Hollywood Squares.

Elly Bockley:

Yeah, it does.

Barbara Ireland:

It does.

Henry Cooperman:

At least-

Irit Granger:

My gallery view has Ro in the middle.

Henry Cooperman:

I had Ellie in the middle.

Barbara Ireland:

I have Ro, Ellie, Lauren and John in the middle.

Mariah Hurwitz:

There's Laura.

Irit Granger:

There's Laura.

Laura Jagodzinski:

I'm sorry.

Mariah Hurwitz:

So we have Irit and Lauren, who have volunteered to review the minutes.

Laura Jagodzinski:

Thank you. I would like to a motion to approve last months minutes.

Barbara Ireland:

Barbara .

Laura Jagodzinski:

I see Ro and Barb. All in favor? Any opposed? Any abstain? So passed, Mariya, that gets turned over to you for executive session.

Mariah Hurwitz:

I move to go into executive session. We're going to be discussing trustee vacancy, personnel staffing during pandemic and strategic plan, as stated on the agenda. Ashleigh, if you would move us over to executive session.

Ashleigh Blake:

Yes.

Mariya Hurwitz:

Okay. Alright. So back to the meeting; Ashleigh, I'm going to turn it over to you for Directors' Report.

Ashleigh Blake:

Mariya, do you need a time to start?

Mariya Hurwitz:

6:29 PM.

Ashleigh Blake:

Great! Thanks. So you've all received the Directors' Report and stats. It's pretty evident what's going on, we have a lot of programs, they're being well attended. One of them, Mark Twain in the Margins, we actually coordinated with Brookfield Library, which is a nice thing. So we can kind of pool our assets and split the cost. So, that was a nice idea. And we'll continue to do some things going forward like that.

Ashleigh Blake:

As we go through, I would like to also highlight our collections section. So in that section, it talks about the fact that we do not have a large print books section in the library, there hasn't been one. And there's been talk about creating one. But you know you have to start that first. And a lot of people have been asking more recently for large print books as well. In the past, we've gotten them through inter-library loan, but that takes a week to two-week lead time to get something in.

Ashleigh Blake:

So, Henry generously donated in memory of his mother, made a donation to the library to be used towards acquiring some large print books. So I decided this is the great kick-off point. So I contacted [Suzette 00:52:09] at the senior center, and she's thrilled and she actually had some large print books that she gave to us as well from the senior center, so those have been moved into our collections so that people can use them.

Ashleigh Blake:

And then I additionally started allocating some of our collection funds towards buying more large print books. So they are now in a section to themselves, in a well lit section. And we will start promoting them just needing out the collection a little bit more. And then we're going to start promoting it to the public. And Suzette will start promoting it as well through the senior center, and they are willing to deliver books. So that's a nice aspect.

Ashleigh Blake:

And you know, I'd like to thank Henry for his generosity, and I think it's a lovely gesture for his mother. And we've also, some of the books include that have bookplates in memory of Gloria Cooperman. So we've been doing that with, we've recently unfortunately received donations from people passing away. I mean, it's nice, and we really appreciate it's sad that people passed away. And those have been applied towards collections too, and acquiring some new books with bookplates in them in memory of those

people. So it's nice, you open a book, you see the person's name, you can remember them. So thank you to Henry.

Ashleigh Blake:

And we'll continue adding on and adding on each week, I add two or three more. So that's a nice high point of that. Any questions about the Directors' Report?

Ashleigh Blake:

Okay, stats, you can see that our circulation is going up a bit. It's not like it is when we're open. But we have been pushing doorside and promoting that a lot. So it's slowly crawling up. You know my hope is to open the doors again so that people can come in and browse because that's the best way to select your books. So at least it's moving upwards. And you can see our programming is robust. And that's about it for stats. Any questions on the stats?

Ashleigh Blake:

Okay.

Mariya Hurwitz:

Thanks, Ashleigh. Henry, Treasurer's Report.

Henry Cooperman:

So, Mariya was nice enough to email everybody draft copies of the Treasurer's Report. The good news is that year-to-date through December 2020, is that we are up \$39,000 in revenues. So, stop the presses. And a lot of it is all timing issues. So, does anybody have any questions on the current fiscal year Treasurer's Report that was sent out?

Elly Bockley:

Did you make that money on GameStop?

Mariya Hurwitz:

Yes, right.

Dee Ratterree:

Who does that? Henry, did you say 29 or 39.

Henry Cooperman:

I'm sorry?

Dee Ratterree:

Did you say 39 or?

Henry Cooperman:

\$39,041. Three nine.

Mariya Hurwitz:

Thank you.

Elly Bockley:

Terrific.

Mariya Hurwitz:

I just want to add one comment and I'll talk to the, or Henry, somebody can talk to the bookkeeper about it. I'll shoot her a note because I'm still sort of training her but there's a notes box on the P&L that says no withdrawals, Q1, Q2 2020 from [Vanguard 00:05:06], we still haven't taken out any withdrawals. So we'll just get her to update that each month.

Henry Cooperman:

Very good.

Mariya Hurwitz:

Yes.

Ashleigh Blake:

I'd just like to add too that you know the membership has been higher than before. And we received some really nice gifts and grants this year, which is fabulous when we needed it the most this year without our fundraising, being able to be as robust as the past.

Henry Cooperman:

Yes, that's great. As Ashleigh has mentioned grants and gifts are up to \$49,269.

Mariya Hurwitz:

Very good. Alright. No other questions for the Treasurer's Report. Then let's turn it over to Laura for Secretary's update.

Laura Jagodzinski:

Hi, it's Laura J. So I wanted to brief you on a project to update the library policies. The library has 12 policies, and as Ashleigh reported last month, they all now have a consistent look and feel. However, most of them are last dated 2014 through 2016, with a few in 2018 and 2019. So Ashleigh and I have laid out a phasing strategy from now through 2022, prior to update those policies, prioritizing those that are relevant, whether the building is open or not, and starting them at that priority. So the approach is for Ashleigh and/or me to start up a review and a draft, probably reaching out to individuals that might have some expertise in a particular area and helping us come up with a draft. Once that's done, we'll send it out to the trustees for review and then present to the Board for a final approval.

Laura Jagodzinski:

And we're trying to, as I said, phase them through the year. So we're trying to get a couple done for April, I think July and then November. And I'll send out an email with the actual policies and the timing

of the grouping for each of those timeframes to get those out to you for review. So this is really just a heads up. And that's it. Any questions?

Irit Granger:

So the procedures that you sent out, is that what you're referring to?

Laura Jagodzinski:

I'm referring to the policies, not procedures. I'm focused on the policies.

Irit Granger:

Okay.

Laura Jagodzinski:

So there's like a Confidentiality policy, an Internet Safety policy. We'll talk about two of the policies later today. But there are an additional, I think, nine policies that need to get reviewed. Use of the multipurpose room.

Irit Granger:

I see.

Laura Jagodzinski:

Child Behavior policy, Code of Conduct policy, those things. That's it Mariya.

Mariya Hurwitz:

Thanks, Laura. Henry Cooperman, Investment Committee update.

Henry Cooperman:

Thank you. This is Henry Cooperman. And I'm pleased to share with you, I'm going to give you a couple of numbers at the end of January, we were at \$992,965. And that was down about \$13,000 from the month before. January was a mixed month in the market, but I'm pleased; and we did have \$3,900 that came in, in dividends for the month of January. So happy for that. And if you amortize that over 12 months, that comes out to almost about \$47,000. So that would be great if we have that every month.

Henry Cooperman:

More importantly, as the close of business today, our account closed at \$1,029,092...

Mariya Hurwitz:

Wow!

Henry Cooperman:

... with \$57,000 in money market account that's available if the Board sees fit to distribute any of that. But we are headed in the right direction. The market is turning around and doing well. We did have a meeting in January, we made some minor changes. But overall, we're satisfied with the performance of the account where we're back over seven figures.

Mariya Hurwitz:

Thank you Henry. Great news! Ashleigh, back to you for any update from Nominating Committee.

Henry Cooperman:

So this is Henry Cooperman. On the Nominating Committee, we have received no new names. And we do have one opening for Treasurer, and we'll have one opening coming up in October.

Mariya Hurwitz:

Okay, thank you. Irit, Membership Committee.

Irit Granger:

Okay, well, actually, I'd rather do the Fundraising Committee first...

Mariya Hurwitz:

Whichever way you like is fine.

Irit Granger:

It's Irit Granger, yes. We met the Fundraising Committee on January 19th. And we discussed our fundraising schedule for the year in light of the pandemic. And obviously, although vaccinations have started, hooray! We still don't know where we're going to be June, July, August, before everyone is vaccinated, and we go back to some sort of normality.

Irit Granger:

So we felt that to plan on continuing with the Soiree, for instance, and the DuckFest and our Book Sale, which are three major events that we should probably move to cancel them at this stage in light of the fact that they require extensive planning, and there's no point in planning for something that is likely not going to be able to happen.

Irit Granger:

Additionally, we felt that the Golf Event becomes more important to us to try and get more participants. So I was going to ask Lauren, if she could perhaps join us at our next fundraising meeting. So we could update on that. And our next fundraising meeting is actually February 16th at 5:30.

Irit Granger:

If you could join us, Lauren, that would be great.

Lauren Kenney:

Okay.

Irit Granger:

And we are discussing some new fundraising, possible new fundraising streams, and several members brought up some ideas, but we're in the research stage at this moment. We don't know whether they're viable, what they involve, etc. So hopefully, there'll be more info soon to share.

Irit Granger:

So I think we do need to have a vote of some kind, because I think we'd like to ask someone to make a motion or I make the motion that we agree to cancel the Women's Soiree, the DuckFest, and move the Book Sale, I believe, we were talking about moving it to Labor Day weekend to coordinate with the Historical Society. So let me make that motion.

Dee Ratterree:

I so move.

Laura Jagodzinski:

Before we second it, I think, Irit, since we're still tentative on the date for possibly doing a Book Sale for Labor Day, you may want to just keep your motion to canceling those three events for this fiscal year.

Irit Granger:

For this, Oh! I get it. Of course, I never think in terms of fiscal year, I am not oriented that way. Okay. Well then I make a motion that we cancel the Women's Soiree, the DuckFest, and the Book Sale for this fiscal year in light of the pandemic and concerns for infection.

Elly Bockley:

I second the motion.

Laura Jagodzinski:

Okay. Elly seconded the motion. Those in favor? Aye.

Dee Ratterree:

Aye.

John Ehrenreich:

Aye.

Irit Granger:

Aye.

Laura Jagodzinski:

I see all hands. Just go through anyway. Any opposed? Any abstain? Alright, So, passed.

Mariya Hurwitz:

Elly is frozen.

Elly Bockley:

I know.

Mariya Hurwitz:

They never freeze us like on a really flattering moment. Okay, thank you Irit. Do you want to move on to Membership.

Irit Granger:

Well, we had an informal logistics meeting on February 3rd, and it was our first meeting. And it was a very productive meeting. And we're in the process of just discussing some logistics prior to finalizing a new type of membership form, so I think that we'll probably, we're meeting again on March 2nd. And after that, we will probably have something more concrete to present to the Board.

Mariya Hurwitz:

Okay, and we're not going to have, our March Board meeting will be, we're going to send out reports in advance and then just ask people if they want updates. So, okay, thanks Irit.

Irit Granger:

Of course.

Mariya Hurwitz:

Alright, so next on the agenda is unfinished business. So Laura, you're up, policies and procedures.

Laura Jagodzinski:

Yes. Laura J. I've got a couple, and to move this along, I've written a lot of my notes. So I'm just going to read through these. So the first is the Conflict of Interest policy and the Whistleblower policies. So before I open this up for discussion and a vote, let me just briefly cover the changes.

Laura Jagodzinski:

The Conflict of Interest policy was revised to ensure consistency and clarity to include some of our current practices that are not reflected in the document and to add some additional requirements. So for example, we added the compliance officer that's referred to in the Whistleblower policy, that the compliance officer receives disclosures to describe the annual acknowledgement which we have gone through, as long as I can remember, but that's not mentioned. And also, that a trustee is prohibited from participating in the discussion or a vote as it relates to conflict of interest if they are involved in that conflict.

Laura Jagodzinski:

There were minor changes to the Whistleblower policy. I sent them out, I think, about a week or so ago. So let me just open it up. Are there any questions or comments on either of the policies?

Laura Jagodzinski:

The silence says no. So, if there aren't any questions, I motion to approve the Conflict of Interest policy and the Whistleblower policies. Is there a second? Henry, I see your hands. All in favor? All hands. Okay. So that's an all approved.

Laura Jagodzinski:

The next item are the compliance procedures, looking at my notes. So the compliance procedures; so the compliance officer is referred to in a couple of places. But it was not referred to in the Conflict of

Interest document, and then we realized we really should have some reporting procedures. So this document is new, and it's to support the Conflict of Interest policy and the Whistleblower policy. The document specifies the procedures and responsibilities of individuals, which includes employees or trustees or any individual that has a conflict or potential concern around conduct.

Laura Jagodzinski:

The Board Secretary's role, the compliance officer, and the responsibilities of the Board as a whole in terms of the submission, the handling, and the determination of disclosures of conflict and complaints of conduct. Those documents are also sent out in advance. So are there any questions or comments?

Rosemarie D'Ostlio:

I just had a question about how it gets sent to the person? Because it says, it's sent to the SL Board. And then does it automatically get sent to the compliance officer?

Laura Jagodzinski:

Sure. So there is an email account set up and it's listed on the library website. And it's the email address used to contact The Board of Trustees. The email account is owned by the secretary when I say own that means [inaudible 00:19:37] for the account.

Laura Jagodzinski:

So that secretary's responsibility as documented in the compliance procedure is to forward any of those complaints or disclosures to the compliance officer. Also...

Rosemarie D'Ostlio:

And there's no conflict in that?

Laura Jagodzinski:

Like, yes, I'm sorry, go ahead.

Rosemarie D'Ostlio:

So because it goes to the secretary first, that's okay. Is that okay that the secretary sees it first?

Laura Jagodzinski:

So, here's the way anything that comes in to that account is also sent to the President. So that there isn't just one person that...

Mariya Hurwitz:

You froze, Laura.

Irit Granger:

When someone's frozen, do they hear us?

Mariya Hurwitz:

Sometimes.

Barbara Ireland:

But they can't reply.

Mariya Hurwitz:

They usually get a message saying connecting to audio, and so they know they're frozen.

Irit Granger:

Okay. There she is.

Mariya Hurwitz:

We lost you for a bit Laura.

Barbara Ireland:

You were frozen.

Irit Granger:

Frozen again. [inaudible 00:20:55] There you are.

Mariya Hurwitz:

Laura, can you dial in, your video seems to be freezing as well.

Laura Jagodzinski:

[inaudible 00:21:10]

Mariya Hurwitz:

I'm going to text her to dial in.

Ashleigh Blake:

Sometimes if you turn off your video too, it helps with the bandwidth.

Mariya Hurwitz:

Okay.

Ashleigh Blake:

I've done that before with presenters.

Mariya Hurwitz:

Okay. I'm telling you to turn the video off.

Laura Jagodzinski:

I did. I turned my video off.

Mariya Hurwitz:

Okay, perfect. Okay. We can see you though, right.

Irit Granger:

Yes, your video isn't off Laura.

Mariya Hurwitz:

We see you.

Laura Jagodzinski:

Yes, I know. I turned it off. And when I came back in, I turned it on.

Mariya Hurwitz:

Okay.

Laura Jagodzinski:

But I'll turn it off anyway. So Ro to finish the answer to your question, someone else will always get that message.

Rosemarie D'Ostlio:

Got you.

Laura Jagodzinski:

Okay.

Mariya Hurwitz:

So Laura, do you think that needs to be specified in the document or you think it's okay, where it says the secretary is responsible for monitoring, the email will forward the complaint to the compliance officer within three days?

Laura Jagodzinski:

If...

Mariya Hurwitz:

I'm trying to remember if it spells out anywhere that multiple people have access to the...

Laura Jagodzinski:

It does.

Mariya Hurwitz:

Okay.

Laura Jagodzinski:

It's specified in the email handling procedures, which I'll have for everybody's review next month.

Mariya Hurwitz:

Okay.

Laura Jagodzinski:

And in the email handling procedures, it specifies that any message that comes in to that account is...

Mariya Hurwitz:

Okay.

Laura Jagodzinski:

... automatically forwarded to the President.

Mariya Hurwitz:

I think that covers it from my perspective, I don't know if anybody feels differently.

Laura Jagodzinski:

And that procedure is current, we only updated it. So that's already covered in the existing procedure. That document is being updated to reflect on the new email addresses for the President and the secretary.

Mariya Hurwitz:

Okay.

Laura Jagodzinski:

So, do you want to make a change? Ro, what do you think?

Barbara Ireland:

No, I think that was my only question. No need for a change.

Laura Jagodzinski:

Okay, any other questions or comments? In that case, I would like to motion to approve the compliance procedures. Is there a second? Thanks Barb. All approved?

Rosemarie D'Ostlio:

Aye.

Laura Jagodzinski:

Elly, I can't see you.

Mariya Hurwitz:

Everyone has approved. I don't see Henry.

Elly Bockley:

Alright. I got it.

Laura Jagodzinski:

No, I've got everybody. Okay.

Mariya Hurwitz:

Okay.

Laura Jagodzinski:

All approved. Thank you. Next item are the budget procedures. So this document is also new. It outlines the procedures surrounding budget development and approval, including a maintenance addendum that specifies bigger ticket facilities items. Mariya, I'll direct any questions or comments to you. Does anyone have any comments or questions from the document that we sent out before the meeting?

Barbara Ireland:

Which one you...

Laura Jagodzinski:

The budget procedures.

Henry Cooperman:

The budget procedures.

Barbara Ireland:

Okay.

Laura Jagodzinski:

Barb, any questions?

Barbara Ireland:

No, I mean, you may do this already. I don't know. Where you talk about the list of maintenance issues that will be considered to be done to be approved once they are voted on with as part of the budget?

Laura Jagodzinski:

Yes.

Barbara Ireland:

Is there any way that just to keep track of them easier? Let's say for discussion purposes, we agree to do 10 maintenance projects in a year? Is there any way that we can have those listed from time to time maybe quarterly or whatever, so that we know which ones have been accomplished and which ones have not?

Mariya Hurwitz:

So sort of an update, maybe, quarterly on where we stand with the approved maintenance items?

Barbara Ireland:

Yes.

Ashleigh Blake:

I do, in the Directors' Report, in the facilities, it talks about things. And I guess I could tell you that's one of the items on our checklist or that. Because it does highlight things like the carpets were cleaned. You know this was done.

Barbara Ireland:

I was just thinking more towards like the end of the year. So we know, at the end of the year, say if there were 10 items, have all 10 been accomplished, we have to roll some of it forward. Because I know you do talk about them in the Directors' Report, one at a time or two at a time, however many have been done. I just was looking for a way to have all of them together to say, okay, we were able to accomplish eight, but there's still two remaining that we weren't able to do or...

Dee Ratterree:

Will Directors' Report cover that, I mean...

Mariya Hurwitz:

I think Barb are you... Because I agree with Barb in the sense that I like to see numbers on a page as opposed to words. So if we could see the approved budget, the addendum for maintenance items, because we were going to approve a specific dollar amount and specific tasks, maybe quarterly, we could just update where we stand with the spend on those items. And so I would propose Laura, can we vote on this contingent upon one amendment to the budget document?

Laura Jagodzinski:

Yes.

Mariya Hurwitz:

So I propose that we amend bullet point number seven to say at least quarterly, but preferably monthly, but at least quarterly, the approved budget and maintenance addendum must be compared to actual year-to-date financial results. So if we just inserted next to budget and maintenance addendum that would cover it. And it could either be the treasurer that does it or Ashleigh, we could figure that out. You know whether the Executive Director does it or not, but at least it's part of this process.

Barbara Ireland:

Thank you.

Mariya Hurwitz:

Okay. Any other questions on this document? Okay, so I would propose that we make a motion to approve the budget policy. What's the official name, the budget procedures contingent upon one change to the last bullet number seven adding after the approved budget, adding the words and maintenance, approved maintenance addendum. Okay, a second?

Irit Granger:

I second.

Mariya Hurwitz:

Okay. Thank you.

Laura Jagodzinski:

I have Irit as a second for that.

Mariya Hurwitz:

Okay. Thanks. And all in favor?

Laura Jagodzinski:

All in favor? Pass.

Mariya Hurwitz:

Thank you. I'll make the edit Laura.

Laura Jagodzinski:

I've got it.

Mariya Hurwitz:

But to the actual document itself, you'll take care of it.

Laura Jagodzinski:

Yes, I'll take care of it.

Mariya Hurwitz:

Great. Okay.

Laura Jagodzinski:

And the last item I have under this section were the programming statistics audit. So I'm...

Mariya Hurwitz:

We lost you again.

Dee Ratterree:

That's the technology.

Barbara Ireland:

You're frozen Laura?

Mariya Hurwitz:

Poor Laura!

Ashleigh Blake:

Laura, if you can hear us; if you want to turn off your video, it might help.

Barbara Ireland:

Can she hear us?

Ashleigh Blake:

Possibly.

Dee Ratterree:

Doesn't look like it because she's not turning it off.

Ashleigh Blake:

No.

Dee Ratterree:

Laura you're frozen, nice.

Ashleigh Blake:

Okay, she disappeared, she'll probably jump back in.

Dee Ratterree:

Okay.

Barbara Ireland:

Laura, I see your name but no video.

Ashleigh Blake:

Ah! Technology.

Irit Granger:

What does dialing in involve?

Dee Ratterree:

I don't know.

Mariya Hurwitz:

This is what we do.

Ashleigh Blake:

The link that I send you also has a phone link, there are a bunch of different links and numbers and you could just put that in, it'll call in via audio or you can do it on your cellphone.

Mariya Hurwitz:

Here she is. Okay, we can hear you.

Laura Jagodzinski:

I'm back. I'm keeping my video off.

Mariya Hurwitz:

Okay.

Laura Jagodzinski:

I'll just do this again, because I'm not sure where the screen froze. What we're looking to do is to change the frequency of this procedure to an ad hoc procedure, replace it with having the Executive Director document their process for pulling together that monthly stats report. And then reviewing that procedure annually with the Board.

Laura Jagodzinski:

So I know that Ro is intimately familiar with the procedure, because she did the audits for six months. I've done the audits for two years. Are there any questions on the procedures?

Mariya Hurwitz:

Well I just want to interject that the reason for this is because we haven't found any substantial problems. We put a process in place that's been followed, it's uncovered nothing, it was a ton of work. And it uncovers one thing that we're doing it correctly. Right. And so Laura and I spent a lot of time talking about what's the value in it. And if the process works and Ashleigh can just certify, and the Executive Director can certify annually what their process is, but we have the right to ask for ad hoc validations that the process is working that that should cover, put us at a comfortable level. So that's the background for the change.

Rosemarie D'Ostlio:

So when you say ad hoc, that means that like mid-year, you might audit it, somebody might audit it once or twice throughout the double check. Yes, Laura, your procedures that you have written up for how to audit are, they are excellent. So I mean definitely don't lose those [inaudible 00:32:51]. Because they're very, they make it easy to follow. So can she hear me, you there, Laura?

Mariya Hurwitz:

Not sure.

Rosemarie D'Ostlio:

No, not there.

Barbara Ireland:

I think it's really important to have these procedures. Ro, I agree with you. Because I know that Ashleigh had a problem initially I believe trying to compare apples to oranges in the way things have been counted before versus how they are now counted. Right, Ashleigh?

Ashleigh Blake:

That's correct. It's been a couple years now though, so...

Barbara Ireland:

I know.

Ashleigh Blake:

It's the same person.

Barbara Ireland:

I think that's for the benefit of the future. I think it's a good idea to keep these policies in place, like you said though because...

Rosemarie D'Ostlio:

I think having them to reference, absolutely.

Barbara Ireland:

Right.

Rosemarie D'Ostlio:

I don't know that, I think the proposed having it ad hoc and having Ashleigh to not have to double time the work, I think that's fine because there aren't very many discrepancies at all.

Barbara Ireland:

No, there are not.

Rosemarie D'Ostlio:

But at least be able to reference those sheets in the future for future boards if they have to go back to that, they already have the procedure to reference.

Barbara Ireland:

Right. That's exactly what I'm saying.

Rosemarie D'Ostlio:

Okay.

Barbara Ireland:

Because with these procedures in place, then any future board would have the knowledge as to how it's done.

Rosemarie D'Ostlio:

Exactly.

Ashleigh Blake:

And future directors too I mean.

Barbara Ireland:

Yes.

Rosemarie D'Ostlio:

Yes.

Mariya Hurwitz:

Sure. But you're not going anywhere.

Ashleigh Blake:

I'm not here forever, and it's a roadmap you know, so.

Laura Jagodzinski:

I am back.

Mariya Hurwitz:

Okay, Laura, are you there?

Laura Jagodzinski:

I'm here.

Mariya Hurwitz:

Okay.

Laura Jagodzinski:

I'm here.

Mariya Hurwitz:

So did you hear the conversation?

Dee Ratterree:

There she is.

Laura Jagodzinski:

I heard the tail-end about the procedures. So the procedures will all be in place. Ro, I actually did the procedures to reflect some of the things that were not clear. And some things that were missing. So I added that. We have all of the prior audit results, I can tell you that over 30 months, there were two months, each one with one error that resulted in under-reporting our programs by one. And we run 300 programs a year.

Barbara Ireland:

Yes.

Irit Granger:

Pretty damn.

Laura Jagodzinski:

They were rare and not material.

Mariya Hurwitz:

Yes.

Rosemarie D'Ostlio:

You were just saying Laura that... I agree with the proposal of having it be Ashleigh and not having to do double work. And that you've done a really good job of updating those sheets. So have those as a reference for future boards in case they ever have to go back to this kind of procedure?

Laura Jagodzinski:

Yes. Okay. They're there. Okay, so if there's nothing else, so I'll put it to a vote on motion that we revise the procedures to change the frequency and include the updates as I mentioned earlier? Are there any seconds?

Dee Ratterree:

Second.

Laura Jagodzinski:

Lauren? All in favor? All in favor. Okay. Thanks. Back to you Mariya.

Mariya Hurwitz:

I think you have one more item for just the annual acknowledgement, Laura?

Laura Jagodzinski:

Oh! Right. I did. [crosstalk 00:36:42] my notes.

Dee Ratterree:

Surprise.

Laura Jagodzinski:

So now that we have approved the Conflict of Interest and the Whistleblower policy, I will update those with a final date, I will send them out to everyone for your signature. I ask by the end of the month to sign them and email me a scanned image or drop it off at the library. And then I'll give an update at the next meeting in March.

Mariya Hurwitz:

Okay, great.

Laura Jagodzinski:

That's it.

Mariya Hurwitz:

And I'm going to turn it over to Ashleigh for website update.

Ashleigh Blake:

Great. So Mariya and I are moving along. We had a nice meeting last week and went through it via Zoom, the website is looking great, it is very user friendly, chock full of information, lots of nice links and graphics. It's going to be a world of difference from what we have right now.

Ashleigh Blake:

And our current website, unfortunately, is really starting to act up. So this couldn't come any sooner. It's time, I did sign on with Mango Language Services, the Board had previously given me approval for some additional digital resources. Mango is a language learning interface. And that will be on the website and you can access that from home and in the library. It has over 70 languages you can learn.

Ashleigh Blake:

And I also signed on with Booksite which is like library. So it's going to be a digital book catalog. We already have a catalog through Bibliomation, but this has descriptions of each of the books, gives recommendations for others that are similar. So especially right now, when we are closed to the public and people can't physically browse, they can use Booksite to virtually browse, which is a great option even in the future. And I can use that to send out newsletters as well instead of my regular "This is what's new." I can generate them through that with descriptions of the books too. So it should correlate nicely with hopefully an uptick in circulation as well. So those are very exciting items.

Ashleigh Blake:

Mariya and I are on track to get this website hopefully rolled up by the 1st of March. So it's a lot, it's very deep; and there's a lot of enter you know you go from here to here to here. So it's not an easy project; and so we're trudging away with it. But it's positive. And we're happy to be moving forward. Any questions about the website?

Mariya Hurwitz:

Ashleigh, do you need any of us to do any testing or anything on the website to find...

Ashleigh Blake:

I have a website advisory committee, three people, that were, we were in correspondence during the beginning of COVID. And so I will bring them in as soon as it's done. And I will give them a visual run-through with it, and we'll go through it step by step and pick it apart a little bit more. So I feel that that's sufficient. You know sometimes it gets to be too many cooks in the kitchen, too. You know it can't be everybody has their pet project in it. It is also flexible, it's not the end all, be all forever, this is the only way the website can be. It is a vast improvement from how it's been. So I think everybody will be very pleased with it.

Ashleigh Blake:

But yes, I'll bring it to that group to kind of look at it too and pick up on anything that might be this is missing. And it's a nice representation of people who have policy experience, visual experience, technical experience, so I feel confident they'll pick up on things that are missing.

Mariya Hurwitz:

Great.

Irit Granger:

Excellent. Excuse me. So you say it's flexible, so that presumably means that it can be adjusted to match whatever fundraising and membership changes we make?

Ashleigh Blake:

Certainly. So we have a section that's fundraising, in a pull-down menu that has our six kind of main items that always happen with a little overview. And then you click on a link that will bring you to the invitation or any information when it's contemporary, when it's not coming up, like the Women's Soiree, say for example, it will say, "Check back with us in the spring." You know, so, but when it's around that time, all that information will be loaded into it.

Ashleigh Blake:

But we can add additional, if we come up with another fundraiser, we can feed that in. We can also cross reference it, so the flyer, or the ad, or invite would show up on the main page. And if you clicked on that, it would send you back to this page so you could get the details.

Ashleigh Blake:

So it's very, there are multiple spots you can find the same information throughout the site. So depending on how you like to operate, if you're a draw-down menu person, or if you want it on the main page, you're going to find it in multiple places so that there's redundancy so that people can easily access the information. And it's not just well you have to go to this one little spot, you can kind of find it peppered throughout. So yes, there's flexibility and membership too obviously because memberships influx, we will do what we have currently just to keep it moving. But then when that changes, we will certainly upload the new membership form and anything like that.

Ashleigh Blake:

So [Emery 00:42:05] is so flexible and helpful. You know, just contact her and we'll get it in there.

Irit Granger:

Excellent.

Ashleigh Blake:

Thank you.

Mariya Hurwitz:

Sure.

Mariya Hurwitz:

Alright. If there's no other questions on the website; then Ashleigh, COVID-19 update.

Ashleigh Blake:

Yes. So as you know, we are still closed to the public, but all the staff is working on site on our regular hours; and we're doing doorside pickup, which is picking up as well.

Ashleigh Blake:

I had recently received an email from the school that spoke to the positivity rate in town going up to 4.9%, and that the state average is 3.5%. So, we are still, we're not in, you know, it's not terrific or anything, but it's climbing rather than descending, which is what we'd like to see.

Ashleigh Blake:

A lot of our area libraries are still in the same situation as us where they're working and doing doorside but not open to the public. So at this point, I would suggest that we remain in this status. I am hoping that the vaccine will come out. There is some question in the 1B phase, after the 65 to 74, it starts to bring in frontline essential workers; and in that our frontline public and social services, which the health director feels the library is one of those because we are a community service and because we're for the greater good of the community as well as a source to possibly access computers for VAMS and get direction and help with getting appointments for shots that we may be in that window. So I await, that would be something that he would give us permission or [Don 00:43:53] if we fit in that slot. And if we do, then we can maybe be vaccinated.

Ashleigh Blake:

One of our staff members is scheduled to, actually today she got her first vaccine. So I'm hopeful that will be, at least one person is vaccinated. And I really feel like that's the key to reopening to a more robust library experience. So questions about COVID right now? So, we're basically in a holding pattern.

Mariya Hurwitz:

Thank you, Ashleigh. So next on the agenda is New Business. If Laura is there, we're going to talk about the record date and member meeting next.

Laura Jagodzinski:

Sure, I'm here. Let's see, I sent out an email regarding record date. So as I mentioned, the purpose of the record date is to determine who's eligible to vote at a member meeting. The proposed date for the Annual Meeting this year is September 11th of 2021. It's consistent with last year's date, which logistically worked well for us. And it results in no gaps from last year as well.

Laura Jagodzinski:

So members who make a contribution between September 12th, 2020 and September 11th, 2021 will be eligible to vote. I've already gotten some positive feedback from folks on that. But are there any other questions or comments about that?

Dee Ratterree:

Only this, that on the membership form which we've been working on [inaudible 00:45:42] should we not say this is the membership? [inaudible 00:45:46] goes from this to this like [inaudible 00:45:50] we're not and we haven't included that yet. We haven't said what we've said about money sort of, but we haven't said there's a timeframe. So I think we need to do that.

Mariya Hurwitz:

I think we can definitely pick that up at the next meeting, the next membership meeting.

Dee Ratterree:

Done.

Mariya Hurwitz:

But I think just real high level, we talked about perhaps the recognition or acknowledgement letter addressing the topic as [crosstalk 00:46:18]

Irit Granger:

Right, we didn't want to make the envelope obsolete once it goes to the printer. That's why we weren't going to put the date.

Dee Ratterree:

Okay. Why don't we just keep it the same forever? Is that not possible?

Irit Granger:

What? Always September 11th, you mean?

Dee Ratterree:

Yes.

Barbara Ireland:

Or maybe it'll be a Sunday.

Irit Granger:

Yes.

John Ehrenreich:

Does that matter?

Barbara Ireland:

That's when we have our annual...

Henry Cooperman:

[inaudible 00:46:41] place in the calendar.

Ashleigh Blake:

It may as far as receiving it, as receiving memberships and that. So, probably some flexibility would be good to set it each year and I agree with Irit that if it's on our envelopes, we print those and we have leftovers that we might use year to year to save money.

Dee Ratterree:

I get that.

Ashleigh Blake:

So [inaudible 00:47:04] if it's noted somewhere else where people do get that information that's important, but maybe not on the envelope.

John Ehrenreich:

[crosstalk 00:47:10] with the mail issue in case it's on a Sunday, how about if it said the second Friday in September, which would be the 10th?

Ashleigh Blake:

Possibly, is this a membership discussion point though, during membership logistics meeting?

Mariya Hurwitz:

We'll wait for that.

Irit Granger:

The record date is not.

Mariya Hurwitz:

But we can at least vote on this year's record date. Right? And get that...

Dee Ratterree:

Yes, I wouldn't, I would set it a year at a time. We might learn something new between now and the next meeting, the next Annual Meeting that we might want to use a different record date. And the other thing is that the record date is set for each member meeting. If we have a special member meeting, then we have to set a date for that special member meeting. So this is just the record date for the Annual Member Meeting.

Barbara Ireland:

And there's a lot of flexibility in that record date. I think it's what 10 days to 60 days, Laura?

Laura Jagodzinski:

10 to 60 days.

Barbara Ireland:

Yes. And so you know if there was a flood or something you know any kind of natural disaster, that could have an impact too.

Dee Ratterree:

Okay.

Laura Jagodzinski:

So, any other comments or discussion? If not, I motion to set the record date for the Annual Meeting as September 11th, 2021. Henry?

Barbara Ireland:

Second.

Laura Jagodzinski:

Henry seconded, thank you. All in favor? Thank you. I turn it back to you Mariya for...

Mariya Hurwitz:

Okay. We are down to our last couple items. Okay. So we went through, Laura took us through the Compliance procedures, the Conflict of Interest policy and the Whistleblower Protection Policy which all talked about a compliance officer, which is not a position that we currently have.

Mariya Hurwitz:

We don't expect this to be an active, a particularly active position, but we do need to fill the position, we need to have somebody on the Board take on that role of compliance officer.

Mariya Hurwitz:

So I'm hoping to get a volunteer to raise their hand to fill that role, Ro.

Rosemarie D'Ostlio:

That's fine. I can do that one.

John Ehrenreich:

Thank you.

Mariya Hurwitz:

Thank you. Okay. That's great. I don't see anybody else chomping at the bitch for the position. So I would like to make a motion that Ro be appointed our compliance officer for The Sherman Library. Can I get a second?

Dee Ratterree:

Second.

Mariya Hurwitz:

[inaudible 00:50:14]

Barbara Ireland:

Lots of seconds.

Laura Jagodzinski:

Henry. I've got it.

Mariya Hurwitz:

And all in favor?

Henry Cooperman:

Aye.

Laura Jagodzinski:

All in favor. Pass.

Mariya Hurwitz:

Ro, Thank you. Thank you very much. Okay. Laura, am I good to move on.

Laura Jagodzinski:

Yes, you are.

Mariya Hurwitz:

Alright. So now we're going to move on to the topic of meeting a membership committee chair. So Irit has been wonderful. We sort of had a combined membership and fundraising committee, she chaired them. We decided that needed to be two committees, because each of them has quite a bit of work to do. And so Irit would like to stay on as the fundraising chair, but we do need somebody to take on the role of chairing our membership committee.

Mariya Hurwitz:

So I am looking for a volunteer for the membership committee chair position.

Dee Ratterree:

John Ehrenreich. I suggest John Ehrenreich.

Mariya Hurwitz:

I think that's a great suggestion.

Barbara Ireland:

Dee and I would like to second that together. Right Dee?

Dee Ratterree:

Right.

Mariya Hurwitz:

Thank you John.

Dee Ratterree:

You enforce it.

Henry Cooperman:

Thank you John.

Ashleigh Blake:

All in favor?

Mariya Hurwitz:

So a second for John as chair of membership committee.

Dee Ratterree:

Second.

Irit Granger:

Yes.

Mariya Hurwitz:

All in favor.

Dee Ratterree:

That's 12 seconds.

Mariya Hurwitz:

All in favor?

Irit Granger:

Aye.

Mariya Hurwitz:

All in favor?

Dee Ratterree:

Aye.

Mariya Hurwitz:

Excellent. John, thank you.

Irit Granger:

Thank you.

Mariya Hurwitz:

So I guess Irit you'll pass the baton for the next meeting to John. Okay, great. That is everything that is on our agenda. So, if there's no other discussion, I thought it would be two hours, we are nine minutes short. I make a motion, it's 7:21, to adjourn the meeting.

Dee Ratterree:

Second.

Barbara Ireland:

Second.

Mariya Hurwitz:

Okay.