

# THE SHERMAN LIBRARY

## BOARD OF TRUSTEES

### Minutes of the March 8, 2021 Regular Meeting

**PRESENT:** Ashleigh Blake (Executive Director), **Board of Trustees:** Elly Bockley, Henry Cooperman (Interim Treasurer), Ro D'Ostilio, John Ehrenreich, Irit Granger, Mariya Hurwitz ( President), Barbara Ireland, Laura Jagodzinski (Secretary), Lauren Kenney (Vice President), Jennifer Laviano, Dee Ratterree

**ABSENT:** none

**CALL TO ORDER:** Mariya Hurwitz called the meeting to order at 5:04 PM. The meeting was held via video conference due to the Library closing related to the COVID-19 CT Stay Home, Stay Safe, Executive Order.

**REVIEW OF THIS MEETING MINUTES:** Barb Ireland and Dee Ratterree

**APPROVAL OF PRIOR MINUTES:** Laura Jagodzinski motioned to approve minutes from the February 8<sup>th</sup> meeting, Irit Granger seconded the motion and all approved.

**EXECUTIVE SESSION - Trustee Vacancy, Personnel, Strategic Plan:** Mariya Hurwitz moved the meeting into Executive Session at 5:02 PM and ended the session at 6:04 PM.

**RETURN FROM EXECUTIVE SESSION:** Mariya Hurwitz motioned to adopt the Strategic Plan, Irit Granger seconded the motion and all approved.

**DIRECTOR'S REPORT:** Ashleigh Blake reviewed the Director's report that was sent in advance of the meeting and highlighted that programs continue to be well attended. In response to questions, Ashleigh explained the following categories in the monthly stats report: **BorrowIT** represents borrows from individuals with CT library cards other than Sherman, **NY State** are borrows using a NY library card and **ILL** are interlibrary borrows and lends, **Fines** represent dollars collected and includes cost to replace lost or damaged books. Ashleigh will update the report that fines are reported in dollars.

**SECRETARY'S REPORT:** Laura Jagodzinski reported that over the next few months 2 procedures will be updated: Email procedures to reflect forwarding compliance related emails sent to [slboard@biblio.org](mailto:slboard@biblio.org) to the Compliance Officer. And Procedures for Committees on Notices, Agendas, and Minutes to reflect some opportunities for clarification.

**TREASURER'S REPORT:** Henry Cooperman, Interim Treasurer, noted that based on January financials when comparing actual to budgets, income is over budget. This is mostly due to timing, expenses are down as well, with no withdrawals this fiscal year from the investment account.

**INVESTMENT COMMITTEE REPORT:** Henry Cooperman, Committee Chair, reported that the balance of the investment account at the end of February is \$1.023M up \$30K; which represents a 3% increase over January and a 1.6% increase over the calendar year end. The account is \$1.050M as of today. Year to date income is \$5636. The committee is comfortable with the portfolio which is well balanced.

**NOMINATING COMMITTEE REPORT:** Henry Cooperman reported that the committee has not received any new referrals for the office of the Treasurer this month and will continue our search. Henry recognized and thanked Jen Laviano for joining him and Elly Bockley on the Committee.

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**MEMBERSHIP COMMITTEE REPORT:** John Ehrenreich, Committee Chair reported they are close to a final draft of the membership appeal envelope and are finalizing some minor wording changes to the membership appeal thank you letter.

**FUNDRAISING COMMITTEE REPORT:** Irit Granger, Committee Chair reported that although the Soiree, Duckfest and Book Sale are cancelled for this fiscal year due to Covid; fundraising goals have been satisfied through other support. The golf outing is scheduled for Monday July 12 at Hollow Brook in Cortland Manor. Chairs of the event Lauren and Al Kenney will lead the planning and logistics and the entire Board will be called upon to support the event. There was consensus, pending pandemic guidelines, to hold a Book Sale over Labor Day weekend. At the same time, we will sell Bags and Baubles, chaired by Dee Ratterree and Barb Ireland with Laura Jagodzinski organizing merchandise that we have on hand from the Soiree. The Committee continues to look at other one-time and/or recurring fundraising streams for the next fiscal year.

### UNFINISHED BUSINESS

**ANNUAL ACKNOWLEDGEMENT OF CONFLICT AND WHISTLEBLOWER POLICIES:** Ro D'Ostilio reported that all Trustees and staff have acknowledged receipt and understanding of the Whistleblower and Conflict of Interest Policies. There were no disclosures of actual or potential conflict of interest with the Library.

**WEBSITE UPDATE:** Ashleigh Blake reported that she reviewed the website with her Trustee advisory group (Elly Bockley, Laura Jagodzinski, Lauren Kenney) and is incorporating final changes before the site goes live later this month. Ashleigh Blake and the Trustees agreed to look at how to recognize Marie Loria for volunteering her extensive time in building the site.

**COVID-19 UPDATE:** Ashleigh Blake reported that she is meeting with her Trustee advisory group (Dee Ratterree, Barb Ireland, Laura Jagodzinski) to discuss the opening plan for the building with a safe environment for the staff and patrons.

**MEETING ADJOURNED:** Mariya Hurwitz adjourned the meeting at 6:25 PM and all approved.

### NEXT MEETING:

- **April 19, 2021 5:30 PM** Regular Board meeting

Respectfully submitted,

Laura Jagodzinski  
Board of Trustees, Secretary