

THE SHERMAN LIBRARY

BOARD OF TRUSTEES

Minutes of the April 8, 2024 Regular Meeting Held at the Sherman Library

BOARD MEMBERS:

Present: Barbara Ireland (President), Katy Osborn (Vice President), Amanda Croasmun (Secretary), Sharon Kleinberg (Treasurer), Jeff Matusow, Charlotte Rutsch, Dee Ratterree, John Ehrenreich, Suzanne Telsey, Christy Seewagen

Absent: Irit Granger, PD Villarreal

Quorum Present: Yes

Others Present: Ashleigh Blake (Executive Director)

CALL TO ORDER: Barbara Ireland called the meeting to order at 6:31 PM.

Minutes

- Reviewers of this meeting's minutes (Dee and Charlotte)
- Approval of the prior minutes from March 11, 2024 (Katy and Sharon)

APPROVAL OF PRIOR MINUTES: Barbara Ireland moved to approve through unanimous consent the minutes of the March 11, 2024 regular meeting. There was no objection and the minutes were approved.

Reports

- Director – Ashleigh reported that all library programs went well and that over 800 patrons came into the library during the month for programs. Library cards dropped due to expiration dates and will be updated as people renew their cards. The library distributed 300 pairs of eclipse glasses.
- Secretary – There was no secretaries report.
- Treasurer
 - Operating Budget – There were no questions on the operating report.
- Committees
 - Investment – Jeff reported that the account is up 5% YTD.
 - Nominating – There was no nominating report.
 - Programming – John reported that the Program Committee met twice recently and finalized the 2 policies that will be discussed under New Business. He also reported that the Membership Meeting met and discussed how to encourage parents of school age children, who participate in so many Library programs, to become members of the Library. There also was a brief discussion on incentives for membership.
 - Fundraising –
 - Golden Ticket – Dee and Ashleigh reported that all 600 Golden Tickets were sold and the event raised \$12K. Trustees were thanked for selling tickets at the IGA and directly to friends and neighbors.
 - Soiree – Amanda reported that the tickets had officially gone on sale and Trustees were being asked to help encourage ticket sales. The Soiree Committee is looking for partners to donate several items to complete raffle packages. Flyers

THE SHERMAN LIBRARY

BOARD OF TRUSTEES

are also ready to be hung around town and surrounding communities. The Trustees were all asked to select volunteer roles for the night of the event.

- Book Sale – Katy reported that the book sale organizers were taking donations until two weeks prior to the event. No textbooks, magazines, encyclopedias, bibles, etc.
- Golf Tournament – Barb asked the Trustees to mark their calendars for August 26, 2024 for the annual Golf Tournament. The event will be held at Torrington Golf Course, and needs a minimum of 72 players.

EXECUTIVE SESSION

Trustee Vacancy, Staffing and Strategy:

Barbara Ireland motioned to move the meeting into Executive Session at 7:11 PM. Dee seconded the motion. All in favor. The motion passed.

RETURN FROM EXECUTIVE SESSION: Barbara Ireland noted the return from executive session at 7:22 PM.

Unfinished Business

- Grant Application from the State of CT – Ashleigh reported there had been no update from the state yet regarding scheduling.
- Budget update – Ashleigh reported that she spoke about the library’s budget increase with the Town Selectman and explained the increase was due to maintenance that cannot be classified under capital expenses because the library is not municipal. The Selectmen were satisfied with the explanation. Trustees were asked to attend the April 20th meeting and to vote on the budget on May 4th.
- Digital Resources Discussion – Ashleigh reported that Hoopla was updated to exclude New Fairfield residents as NF has a separate Hoopla account for their residents.

New Business

- Recording, Filming, and Photography Policy – John presented that the policy was distributed to the board for review. Comments and suggestions were submitted by Trustees and the policy was adjusted accordingly.
 - Barb made a motion to adopt the Recording, Filming, and Photography Policy, including the Photo Release Form, as presented by the Program Committee in conjunction with the Executive Director and with the technical changes discussed at the meeting at the BOT meeting on April 8, 2024. Dee seconded. All in favor. Motion passed.
- Social Media Policy – John reported that the policy was distributed to the board for review. Comments and suggestions were submitted by Trustees and the policy was adjusted accordingly.
 - Barb made a motion to adopt the Social Media Policy as presented by the Program Committee in conjunction with the Executive Director with the minor changes as discussed at the BOT meeting on April 8, 2024. Dee seconded. All in favor. Motion passed.

THE SHERMAN LIBRARY

BOARD OF TRUSTEES

- Maintenance Report – Ashleigh passed out copies of the semi-annual maintenance report of all services completed on the building in the last six months.
- Announcement of the next meeting of Board of Trustees – The next Board of Trustees meeting is May 13, 2024.

MEETING ADJOURNED: Barbara Ireland moved to adjourn the meeting at 8:02 PM, Dee seconded the motion. All were in favor. The motion carried.

NEXT MEETING:

Regular Board Meeting: May 13, 2024, at 6:30PM