

THE SHERMAN LIBRARY

BOARD OF TRUSTEES

Minutes of the June 14, 2021 Regular Meeting

5:30 PM Remote via Zoom due to COVID-19 CT Stay Home, Stay Safe, Executive Order

BOARD MEMBERS:

Present: Elly Bockley, Henry Cooperman (Interim Treasurer), Ro D'Ostilio, John Ehrenreich (left 7:13 PM), Irit Granger, Mariya Hurwitz (President), Barbara Ireland, Laura Jagodzinski (Secretary), Lauren Kenney (Vice President), Dee Ratterree

Absent: Jennifer Laviano

Quorum Present: Yes

Others Present: Ashleigh Blake, Executive Director

CALL TO ORDER: Mariya Hurwitz called the meeting to order at 5:36 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 THE MEETING'S MINUTES: Dee Ratterree and Barb Ireland

APPROVAL OF PRIOR MINUTES: Laura Jagodzinski motioned to approve the minutes from the May 10th regular and the May 25th special meetings. Dee Ratterree seconded the motion and all approved.

EXECUTIVE SESSION: Trustee Vacancy, Staffing: Mariya Hurwitz moved the meeting into Executive Session at 5:37 PM.

RETURN FROM EXECUTIVE SESSION: Mariya Hurwitz noted the return from executive session at 6:13 PM. Mariya Hurwitz said there were 2 candidates for Trustees, Jeff Matusow, who has a strong financial background and Caitlin Mandracchia, who has strong fundraising background. Henry Cooperman motioned to nominate both as Trustees, Dee Ratterree seconded the motion and all approved.

DIRECTOR'S REPORT: Ashleigh Blake highlighted items from the Director's report and under discussion addressed questions on the monthly statistics.

SECRETARY'S REPORT: Laura Jagodzinski reported the updated committee procedures are targeted for July Board approval and reminded all meeting participants to state their name before speaking for recording/transcript purposes.

TREASURER'S REPORT: Henry Cooperman, reviewed the financial reports and reported that Fiscal Year Total Income up \$19K or 6.6% compared to previous year date mostly related to grants. Membership income is up 14% over previous year to date; Total Expenses YTD are down \$3.8K versus same period previous year. Total assets are up mostly due to an increase in investment account balance. Mariya Hurwitz noted there was a formula error in a variance calculation and would relay that to the bookkeeper.

INVESTMENT COMMITTEE REPORT: Henry Cooperman, Committee Chair, reported that the balance of the investment account at the end of May is \$1.319M up \$11K from the end of April and an overall 13.3% increase from December 31, 2020.

NOMINATING COMMITTEE REPORT: Nothing to report in addition to the nominations above.

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MEMBERSHIP COMMITTEE REPORT: John Ehrenreich, Committee Chair, reported that changes to the on-line payment page have been identified in order to align with this year's annual appeal envelope. There was discussion on a welcome letter for newcomers to Sherman.

FUNDRAISING COMMITTEE REPORT: Irit Granger, Committee Chair, noted the Book Sale and Bags and Baubles sale will be August 14/15. Lauren Kenney, Chair of the July 14th Golf Event provided an update on sales, hole sponsorships and event logistics.

UNFINISHED BUSINESS

STRATEGIC PLAN UPDATE: Mariya Hurwitz led a discussion on the strategic plan. Laura Jagodzinski and Mariya Hurwitz reviewed the Technology and Staff plans, respectively. Mariya asked the team leads to review their plans and update them to align with these examples. After discussion on the level of effort required to support the plans, committees and other work, it was agreed for the teams to update their plans, reassign team leads where needed, then for the team leads to meet and propose an overall priority of projects to be discussed at the September meeting.

COVID-19 UPDATE: Ashleigh Blake reported that the Library building is now open normal hours to patrons, and curbside service is still available. The Covid Advisory group is meeting next week to discuss further opportunities to opening, for example in-person meetings.

AMERICAN RESCUE PLAN ACT GRANT: Ashleigh Blake reported that some, not all, items desired will meet the criteria for the grant. She also explained the grant will not cover all costs of a project, for example installation of charging stations. These costs, which are not anticipated to be significant, will be incurred by the Library. Ashleigh is preparing final estimates and formal documentation for submitting the grant application which is due this month.

NEW BUSINESS

ANNUAL APPEAL: Mariya Hurwitz and Ashleigh Blake provided an update on the annual appeal which will be sent to all Sherman postal patrons in the beginning of July.

ZOOM UPDATE: Mariya Hurwitz reported the Library is obtaining another Zoom account so we can hold concurrent meetings and allow for an additional Zoom host.

HVAC UPDATE: Ashleigh Blake gave an update on the compressor repair, which she learned requires an LG technician. Ashleigh reviewed the vendor's estimate and after discussion, Mariya Hurwitz motioned to accept the estimate of \$7625.92 and fund through the investment account, Dee Ratterree seconded the motion and all, with the exception of John Ehrenreich who left the meeting early, approved.

MEETING ADJOURNED: Mariya Hurwitz motioned to adjourn the meeting at 7:31 PM, Dee Ratterree seconded the motion and remaining members approved.

NEXT MEETING: July 19, 2021, 5:30 PM: Regular Board meeting

Respectfully submitted,

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Laura Jagodzinski
Board of Trustees, Secretary