

THE SHERMAN LIBRARY

BOARD OF TRUSTEES

Minutes of the July 19, 2021 Regular Meeting

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

BOARD MEMBERS:

Present: Henry Cooperman (Interim Treasurer), Ro D'Ostilio, John Ehrenreich, Irit Granger, Mariya Hurwitz (President), Barbara Ireland, Laura Jagodzinski (Secretary), Lauren Kenney (Vice President), Caitlin Mandracchia, Jeff Matusow, 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 5:34 PM.

REVIEW OF THE MEETING'S MINUTES: Dee Ratterree and Lauren Kenney

APPROVAL OF PRIOR MINUTES: Laura Jagodzinski motioned to approve the minutes from the June 12th regular meeting. Dee Ratterree seconded the motion and all approved.

EXECUTIVE SESSION - Staffing: Mariya Hurwitz motioned to move the meeting into Executive Session at 5:36 PM, Lauren Kenney seconded, and all approved.

RETURN FROM EXECUTIVE SESSION: Mariya Hurwitz noted the return from executive session at 7:01 PM.

DIRECTOR'S REPORT: Ashleigh Blake highlighted that the Library is now on the normal open schedule, patron visits are up, and door-side pickup is down. There were no questions on the report.

SECRETARY'S REPORT: Laura Jagodzinski reported the Trustee Handbook, which is based on best practices, has been updated in a first phase and given to the new Trustees. Any new documents included in the Handbook will be sent to existing Trustees. The annual meeting is scheduled for October 8th at 7PM, and logistics planning will likely begin in August.

TREASURER'S REPORT: Henry Cooperman, Interim Treasurer, reviewed the financial reports and reported that actual Full Year Revenue through May 2021 is \$311,063 vs. budgeted revenue for that period of \$288,383. Though fundraising is down, we have made up the difference through increased membership, town grant, gifts, and other grants. Expenses are down \$265,168 for the period ending May 2021 which represents a \$23,216 decrease in projected expenses. Net Ordinary income for fiscal year through May is \$45,895. Balance sheet total assets are up due to increase in investment account.

INVESTMENT COMMITTEE REPORT: Henry Cooperman, Committee Chair, reported that on June 25th, \$35K was moved from the Vanguard Money Market account to SLA capital account as per agreement with the Board. The balance at the end of June was \$1,092,927 down \$46,415; the \$35,000 withdrawn was part of this so true net investment decline was \$11,415. We are still up \$87,332 for the calendar year including the fact that we withdrew \$35,000 in June. Jeff Matusow has agreed to join the committee. The Committee met on Saturday July 17 9:30 am.

NOMINATING COMMITTEE REPORT: Nothing to report.

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MEMBERSHIP COMMITTEE REPORT: John Ehrenreich, Committee Chair, reported projects will be prioritized as part of Strategic Planning. Barb Ireland reported that Welcome Letters were sent to the 15 new Sherman residents.

FUNDRAISING COMMITTEE REPORT: Irit Granger, Committee Chair, expressed interest in pursuing 2 new fundraisers: the sale of a custom coffee blend and an antique appraisal event. Discussion followed. Irit motioned to start planning for the coffee blend, John Ehrenreich seconded and all approved. Irit motioned to address logistics of an antiques appraisal event, Barb Ireland seconded, and all approved. Caitlin Mandracchia will join the Committee. Irit initiated discussion on having non-Trustees join the Committee as non-voting members, it was noted that the by-laws allow for this and there were no objections. There was an update on the Books, Bags & Baubles event the weekend of August 13th. The Book Sale will be held in the Barn on Friday - Sunday and Bags & Baubles (a tag sale of ladies' accessories) will be outside the Library on Saturday and Sunday. Lauren Kenney reported the Golf Event was a big success: everyone had a great time, the weather was perfect, and the committee was pleased with the proceeds.

UNFINISHED BUSINESS

COMMITTEE MEETING AGENDAS AND MINUTES PROCEDURES: Laura Jagodzinski presented the updated procedures that included a decision tree and timing chart to visually depict aspects of the procedures. After discussion, Laura motioned to approve the procedures, Dee Ratterree seconded, and all approved except Henry Cooperman who briefly stepped out of the meeting before the vote.

COVID-19 UPDATE: Ashleigh Blake reported that the Library building now allows those that are vaccinated to enter without a mask. There are signs on the front the building explaining protocol and that masks are welcome. The Covid Advisory group is meeting this week to discuss opportunities for in-person meetings.

AMERICAN RESCUE PLAN ACT GRANT: Ashleigh Blake reported that the grant request was approved for \$15,450 and includes expanded outdoor use through charging stations and benches, upgraded Wi-Fi, guest wireless printing, mobile bookcases and patron laptops. There was discussion on costs not covered by the grant, for example installation of charging stations, which are not anticipated to be significant. Mariya Hurwitz noted that a laptop will be ordered for the Children's Services Coordinator. This laptop is not part of the grant, but the laptop will be configured by Bibliomation at the same time as the laptops funded by the grant.

DIRECTOR'S MONTHLY PROGRAMMING STATISTICS PROCEDURES: Ashleigh Blake reported there were no changes to her procedures for fiscal year 2020-2021. She is updating the procedures for this upcoming fiscal year and will present them to the Board at a future meeting.

STRATEGIC PLAN UPDATE: Mariya Hurwitz will schedule a meeting of team leads in August to propose an overall priority of projects to be discussed at the September meeting.

LEGACY GIFT PROGRAM: Mariya Hurwitz reported that the Planning Giving Options list has been updated and is available upon request. This list will be expanded as a Fundraising Strategic Plan project.

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NEW BUSINESS

STAFFING: Ashleigh Blake reported that Charlotte Svetkey started as Children's Services Coordinator on July 13th and Cheryl Mandracchia will assume the role of Early Childhood Educator.

CODE OF CONDUCT REVISIONS: Ashleigh Blake led a discussion of preparation actions the library could take related to 1st amendment audits including the recent one at the Danbury Public Library. At the September meeting, Ashleigh, with input from the Trustees, will present changes to the Code of Conduct Policy addressing video/photography within the library as well as supporting procedures in order to protect privacy of the patrons and staff. In the interim, Ashleigh will document guidance for the staff for handling such an event.

MEETING ADJOURNED: Mariya Hurwitz motioned to adjourn the meeting at 8:07 PM, Dee Ratterree seconded the motion and all approved.

NEXT MEETINGS:

September 13, 2021, 5:30 PM: Regular Board meeting

October 8, 2021 7:00: Annual Meeting of Members

October 8, 2021 immediately following Annual Meeting of Members: Annual Meeting of Board

Respectfully submitted,

Laura Jagodzinski
Board of Trustees, Secretary