

THE SHERMAN LIBRARY

BOARD OF TRUSTEES Minutes of the July 10, 2023 Regular Meeting

Held at the Sherman Library

BOARD MEMBERS:

Present: Barbara Ireland (President), Mandy Croasmun (Secretary), Jeff Matusow (Treasurer), John Ehrenreich, Dee Ratterree, PD Villarreal, Sharon Kleinberg (Assistant Treasurer), Christy Seewagen, Irit Granger

Absent: Katy Osborn, Suzanne Telsey

Quorum Present: Yes

Others Present: Ashleigh Blake (Executive Director)

CALL TO ORDER: Barb Ireland called the meeting to order at 6:33 PM.

Minutes

- Reviewers of this meeting minutes (Elpidio and Sharon)
- Approval of prior minutes – June 12, 2023 (Barb and Katy)

APPROVAL OF PRIOR MINUTES: Barb Ireland motioned to approve, through unanimous consent, the minutes of the June 10th regular meeting. There was no objection, and the motion was approved.

Reports

- Director – Ashleigh reviewed her Director’s report and encouraged Trustees to attend art show openings and programs when possible. The Arshile Gorky event was well attended and a joint effort with the Sherman Historical Society which meets one of the library strategic plan goals of co-hosting events with other Sherman organizations. There were no additional questions on her report.
- Secretary – Amanda provided updated contact lists to the Trustees. There was no report.
- Treasurer and Assistant Treasurer
 - Investment (Jeff) – fund performance is flat for the month and the year. Adjustments to investments are made regularly to keep the account current with the market. As previously mentioned the account is being balanced to reflect an even stocks to bonds ratio allowing the fund to benefit from market conditions while remaining conservative with risk.
 - Operating Budget (Sharon) – fundraisers were very successful this year and we are above our projected revenue year to date.
- Committees
 - Nominating (Barb)
 - Programming (John) – documents being updated to include freedom of expression, outward facing social media and online usage and art exhibits being added to programming policies. Review of final drafts expected to be available in Oct or Nov.
 - Fundraising (Dee)

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- Update on Golf Tournament (Ashleigh) – Trustees are asked to continue promoting the event and help increase golf attendees. Donations of foursomes and golf experiences are still welcome for silent auction.
- Gala – Irit is collecting silent auction items as early as possible and asked Trustees to begin looking for items and experiences.

Unfinished Business

- Audio/ Visual Project – Ashleigh reported that the new audio and visual equipment has been fully installed in the barn. The new system is fully contained in a glass front case and accessible by key access. This keeps the equipment clean, dust free and safe. Hearing loop system does not seem to be connected properly and will be serviced this week. Completion of this update fulfills an aspect of the library strategic plan.
- HVAC Maintenance – Ashleigh gave an update of the electrical component that needs to be installed to allow for the HVAC fan and automatic open close system to be fixed.
- Grant Application State of CT – Ashleigh reported that she is still waiting for approval from the state. Discussion took place about other grants being offered by the state of CT. PD will be looking into grants for electric charging stations for vehicles.

New Business

- Membership Appeal – Ashleigh gave an update on the July membership kick off. The website has been updated to reflect membership and donation tabs making it much easier for patrons to renew their memberships and support the library with donations of cash, stock, in memorial of, etc.
- Orientation Moment – Barbara discussed that Trustees must be members to vote at the annual meeting on Oct 6th. Membership must be completed by Sept 11th to vote at this year's meeting. Also, the library website is a great resource for information such as scheduled meetings and former minutes. A reminder to the Trustees to use the website first to find information.
- Maintenance Budget Update – building maintenance is over budget this year due to an expected faulty smoke detector repair, a hot water repair in the barn bathroom, window cleaning and stone cleaning.
- Strategic Plan Update – Barb reported that the current strategic plan runs through 2025. As items from the strategic plan are completed they are noted accordingly.

EXECUTIVE SESSION

Trustee Vacancy, Staffing and Strategy:

Barb Ireland motioned to move the meeting into Executive Session at 8:04 PM. John Ehrenreich seconded the motion.

RETURN FROM EXECUTIVE SESSION: Barb Ireland noted the return from executive session at 8:21 PM.

MEETING ADJOURNED: Barb Ireland motioned to adjourn the meeting at 8:22 PM, Dee Ratterree seconded the motion.

NEXT MEETING:

Sept 11, 2023. 6:30PM Regular Board Meeting