

Mariya Hurwitz:

Good evening, everyone. This is Mariya Hurwitz, President of the Sherman Library Board of Trustees. This is our regular monthly board meeting. It is September 13th, and I would like to call the meeting to order at 5:37 PM. And Laura, I will turn it over to you for the minutes.

Laura Jagodzinski:

Thank you. I'd like... Could I have two volunteers to review this meeting minutes? Irit, thank you. Anybody else? Barb, thanks. All righty. I would like to motion to approve the minutes from the July 19th meeting. Do I have a second?

Mariya Hurwitz:

Second.

Laura Jagodzinski:

Mariya, thank you. Everybody in favor of that? If I can see hands, I'm good. Henry, are you in favor of that?

Henry Cooperman:

Yes.

Laura Jagodzinski:

Okay. That's all approved, so moved. Back to you, Mariya.

Mariya Hurwitz:

All right. Thank you. I'm going to... I'd like to make a motion that we move into executive session for a staffing discussion. And Ashleigh, I know you have a staffing discussion as well. I'll call you in as soon as we're finished with the first portion of this. It is 5:38. I'm sorry, Laura, remind me, do I need a motion to move into executive session?

Laura Jagodzinski:

We can take one. I don't think we need them. I'll second the motion.

Mariya Hurwitz:

Okay. Thank you.

Laura Jagodzinski:

All in favor? Hands. Henry?

Henry Cooperman:

I agree. I'm okay. Yes.

Laura Jagodzinski:

Okay. All approve, so moved. Go ahead.

Mariya Hurwitz:

Okay. This is Mariya Hurwitz, Sherman Library monthly board meeting, returning from the executive session at 6:10 PM. And I am going to turn it over to Ashleigh for the director's report.

Ashleigh Blake:

Thanks, Mariya. So you all received the director's report from July and August. A couple of things to note. Obviously you've read it. We had the summer reading challenge, which was successful, and some adult programs. I'd like to add that in July and August, the adult programs were a little light because I was administering all the children's programs during the transition. So my time was being spent on other programming. So we did have adult programs, our regulars, and a couple special ones, but not as much as usual.

Ashleigh Blake:

Let's see here. Of note in July, Charlotte started working as children's services coordinator and Cheryl moved to the position of early childhood educator and does a morning pre-K program. The membership appeal went out on July 7th. So we are in process with that. And then of note in facilities, carpenters from George Apap painting repaired the rotten collaborates that were on the front of the building in preparation for painting, and the whole library was power washed.

Ashleigh Blake:

And then Luke Chaps from IHVACR came to the library to repair the system one secondary unit, which the board had approved at our June meeting for repair. He was able to do that, it's back online and is fully operational currently. So that was a success. And August, of note, reading summer challenge continued and came to a end in August. We had a good time and a lot children participated. Under fundraising events, we had the books, bags and baubles, but that will be covered later. And membership continued to be coming in. And that's about it on the report. Does anyone have any questions on the July and August reports? Okay. Then if you turn to the stats, you can see we rolled over into the new fiscal year. So there's just July and August.

Irit Granger:

I do have a question on the stats, Ashleigh.

Ashleigh Blake:

Sure.

Irit Granger:

I mean on the report. Are we about at the same level as we were last year with the membership appeal responses?

Ashleigh Blake:

I would have to check that. I would have to run a QuickBooks report with that date. Probably around it, maybe a little bit lower, but I'll have to check. I can get back to you on that. I can run a report with QuickBooks for that timeframe versus this timeframe and compare the two.

Irit Granger:

But they're still coming in nicely?

Ashleigh Blake:

Yeah. It's slowing up a little bit. We get that first big burst in July and then I send out an e-newsletter, which I did in August, that refreshes it again. And we get a couple then, and then they kind of peter in.

Irit Granger:

And then you send out one in the mail, right?

Ashleigh Blake:

Yes. That's the one that right after July 4th, that's the town-wide postal patron appeal. And then I mail out appeals to some of our donors who are from out of town. And then a month later I do this kind of retake where we send out the e-newsletter and refresh it, and there is a banner on the website and mentioned it on Facebook. That gives us a little burst. Then it kind of slowly trickles in until traditionally right after the holiday party a letter goes out to members who have given in the past, but have not given so far on this fiscal year. And that gives us another burst at the end of the year for December and January. And then it slows up again as we go into the summer.

Irit Granger:

Okay. Thank you.

Ashleigh Blake:

Sure.

Mariya Hurwitz:

This is Mariya. Just a quick reminder questions encouraged. Just announce your name.

Irit Granger:

Gotcha. I'm sorry.

Mariya Hurwitz:

No, it's okay. Just to help Laura.

Irit Granger:

Yeah.

Ashleigh Blake:

Okay. So onto the stats. As you can see, if you compare it to the last fiscal year, which was June, the circulation is going up, which traditionally that happens in the summer months when people are very eager for books. The library has been open so people can come in and choose on their own. So that is doing well. We are fully opened. The website is being visited. As I mentioned before, the adult programs are a little lower than the previous months due to my effort and the children's programs. So those are boosted obviously. Our patron visits are obviously climbing because we are open for people to come in. That's about it. Curbside visits are down, although they are going a little higher now in August. So we'll see how that goes as we progress in a few months. Questions about the stats?

Irit Granger:

Ashleigh, Barbara.

Ashleigh Blake:

Yes.

Irit Granger:

The only thing I noticed is that in one of the reports, I think it was a previous, sorry, the number of days the staff was in the building under 2019 to 2020. And I don't need that now. I just thought you might want to fill it in at some point.

Ashleigh Blake:

So that was irrelevant at that time, that was pre-COVID. We were open those days. Everybody was there, it was a given. And then when COVID entered, we had situations where just reporting the stats that the library was open, it didn't really represent the full investment of the staff to say that the library was closed on those days, because it was physically closed, the building for patrons to come in, but the staff was working inside doing door-side virtual programs, assisting patrons via phone.

Ashleigh Blake:

So at that point, that's when we started to introduce that. So hopefully at some point, maybe next year or two, you won't have to have the staff in building again. It'll just be library days open and it'll go back to normalcy.

Irit Granger:

Okay. Thank you.

Ashleigh Blake:

Sure. Any other questions about stats? Okay. Thanks.

Mariya Hurwitz:

This is Mariya. I'm going to turn it over to Laura for the secretary report.

Laura Jagodzinski:

Laura Jagodzinski. And let's see, I wanted to just briefly cover the responsibilities of the secretary. There's been questions about what it is that I do. So I took the time to document the secretary responsibility so we could separate those out from other items that I volunteered for, like the strategic planning because I do strategic plans. So just briefly, they're really broken down into two things, those responsibilities that are specified in the bylaws and then others that are just operational type responsibilities. It's probably around four to five hours a month all generally, the majority of it focused around the preparation for the meetings and the meeting minutes.

Laura Jagodzinski:

Before I go on to the next point, any questions about the responsibilities that are documented? Because I'm not going to detail them here. Okay. So what I'd like everybody to think about is my term is up next September, so a year from now, and I think ideally to have a six month transition where someone could take on the role of secretary while I'm still here and in that role, I think it would be a way to ease into the role. So I'd like folks to think about who might be interested and to let Mariya or me know, and I can walk you through what it is. I have lots of templates. You could probably figure that out. So there are a lot of aides to help through that and put agendas and minutes and things like that together.

Mariya Hurwitz:

This is Mariya. Can I just add something?

Laura Jagodzinski:  
Mm-hmm (affirmative).

Mariya Hurwitz:  
I think everybody sees the work that Laura has done and it might look overwhelming to think about taking on that work, but I just want to point out that one of the things that she's done is really get us up to the proper baseline of documentation and all of the things that perhaps were not quite buttoned up previously. So think of it as you think, "Is this something that I would be willing to do?" The maintenance of that work, as opposed to all the heavy lifting that Laura has done over the past few months. That's all.

Irit Granger:  
This is Irit. I have a question.

Laura Jagodzinski:  
Yeah.

Irit Granger:  
So if we want to identify someone with within the next six months, is this a new board member we're looking for? Or do we have potential board members on deck from our last-

Laura Jagodzinski:  
I think anybody that's on the board could pick this up and do this job.

Irit Granger:  
Okay. Is that, do we have people on deck for board positions based on our last round of filling the vacancies?

Mariya Hurwitz:  
I think one, if I'm remembering, we're not going to have that full conversation here, but I do believe we have one, but yeah. I mean, that's part of the strategic plan team for board strength and this is what they're charged with doing.

Laura Jagodzinski:  
Yeah. And that's another point, Mariya, is within the board strength, the strategic planning team under board strength, one of the things that that team has as a project, which Mariya, you'll probably get to, to some extent, is about looking at board composition and identifying skill sets that need to be addressed and taken on by additional trustees. So do we have that? Do we need to build it? Or is it additional trustees that we need to bring on?

Irit Granger:  
I got it. That's really what I was asking.

Laura Jagodzinski:  
It's Laura. I'm really trying to think ahead so that we're not at the last minute and then trying to bring somebody up to speed in a short period of time. The more time we have, I think the easier it is going to be to get the groove and then take it on where it's pretty organized and not so overwhelming job.

Henry Cooperman:  
Laura?

Laura Jagodzinski:  
Yes.

Henry Cooperman:  
Hi, this is Henry Cooperman. The board is full for right now.

Laura Jagodzinski:  
Yes.

Henry Cooperman:  
We have no openings. Openings will come up next year when your term, my turn and Lauren Kenny's term come up. So we'll have three openings next year, but we are full for right now.

Laura Jagodzinski:  
Yeah, we can't wait until next October to decide who's going to take on the secretary role. I wouldn't recommend bringing on a new person and having them be secretary. I think somebody who's been on the board and understands how the boards work and is familiar with the work is best positioned to do that. And it's not like I'm going anywhere, so I'd be available for questions afterwards. But I think having that transition would be a good option. One of the things I thought about, but we're not in a position to do that, is to have, because the bylaws allow it, is to create an assistant secretary role. Then we could have that person take in the assistant secretary role and be focused on some of these, and not all of them, and transition that over time. So this is just food for thought for now.

Irit Granger:  
Interesting.

Laura Jagodzinski:  
That's it for me, Mariya.

Mariya Hurwitz:  
Okay. Thank you, Laura. This is Mariya again. I'm going to turn it over to Henry. Are you in a position to do the treasurer's report?

Henry Cooperman:  
Yes. I pulled over to the side of the road and I'm safe, knowing that I was coming up. So the treasurer's report. Our budget for 2122 fiscal year is \$328,700. That's total income and expenses. I believe everybody received their financial reports as part of the package. After two months, we do have a net ordinary income of \$15,809, which is mostly due to the timing of the time grant. We also received \$15,458 in the opera, which I guess we'll be talking about in a little while. We have received \$12,065 in membership income and \$8,270 from the golf outing for this fiscal year.

Henry Cooperman:  
The total expenses of the golf outing occurred for this fiscal year were \$16,726, but we didn't receive income that went into the prior fiscal years. So we did make money on a golf outing. The total assets at the end of July were \$4,372,780 versus \$4,172,963 for the period ending July, 2020. And that's all mostly

due to the increase to now Vanguard investment account. That is my treasurer's report. Are there any questions?

Irit Granger:

Yes. I have a question, Henry. Irit here.

Henry Cooperman:

Yep.

Irit Granger:

Since the golf event occurred in this fiscal year, and most of the expenses also took place in this fiscal year, can that money in accounting be moved over from last year to this year in terms of the income?

Mariya Hurwitz:

I can take that one Henry, if you want.

Henry Cooperman:

Thank you, Mariya.

Mariya Hurwitz:

No problem. So we could do some accounting, Irit, that treated that money that we received last fiscal year as ... what was the date of the golf outing?

Irit Granger:

The 12th of July.

Laura Jagodzinski:

July 12th.

Irit Granger:

12th of July.

Henry Cooperman:

It was July.

Mariya Hurwitz:

Probably journal entries we could do that could move that revenue, treat it as an asset in the prior fiscal year and move it to income in the current fiscal year. I'm not sure that's necessary as long as when we're analyzing the golf outing, we look at it, at what it truly was, what were our true revenues, whether they were split over time versus the total expenses. I guess I need to think about whether that's something we would want to do and whether it's necessary. We can also chat with the accountant about whether that's generally accepted accounting principles or not. But I think the most important thing is just the analysis of the event and what were the true income and expense amounts.

Irit Granger:

Okay. Just in looking back sometimes one forgets certain details. It would be nice, since we've incurred all the expenses this year, to have it be in one place, if that's accepted practice in accounting terms.

Mariya Hurwitz:

Yeah, I'm a few years removed from accounting, but certainly the journal entries are possible, that we could make it happen.

Henry Cooperman:

Hey, Mariya? Maybe it would help with Irit on the report for fundraising events. We show the income of \$8270, but it shows nothing for the prior year. Maybe we could get that number in there so this way if any of the board members are looking at the numbers, they could see that, oh yes, we credited it 14 or \$15,000 that came in for the prior year.

Mariya Hurwitz:

Yep. Yep.

Ashleigh Blake:

Can I just note something? This is Ashleigh. Because we switched the golf outing from August to July, we didn't have that full year of this, but if it continues to be July of this next year, then we're going to see profit from next year's in this fiscal year. It's just going to be split later in the year. Do you understand what I'm saying?

Irit Granger:

Of course, yep.

Ashleigh Blake:

It's going to take a year to realize it.

Irit Granger:

Yeah, I would think you can just put an asterisk on the income in the July report of what it shows. It could say that such and such an amount was earned in June of 2021. They would have [crosstalk 00:19:15].

Henry Cooperman:

But Barbara, on my report, it does show, it says budget fiscal year to date versus actual fiscal year to date. If you go, it says golf outing additional \$17,900 was income that went in through April to June of the prior year.

Irit Granger:

So maybe we just show that again.

Henry Cooperman:

It's there. That's easy enough.

Irit Granger:

That's a good note to have, and just show it back on the [inaudible 00:19:50] also.

Henry Cooperman:

Right.

Mariya Hurwitz:



Thank you.

Henry Cooperman:  
Correct.

Laura Jagodzinski:  
It's Laura. I have a question. Irit, when you're asking the question, are you looking so that we could look at for a specific fundraiser, what its total income and total expenses are so we can look at the fundraiser not necessarily how it runs across years?

Irit Granger:  
Correct. And both correct. Yes.

Laura Jagodzinski:  
So for that, I would ask Mariya.

Mariya Hurwitz:  
I'm behind on this. Yes. Go ahead, Laura, slap my wrist.

Laura Jagodzinski:  
Wouldn't think about, wouldn't think of it. So it would make sense if we had a template that we could use for our fundraisers, an accounting template for the fundraiser to say, "Here's the fundraiser. Here's all the income," regardless of what year it is, and here's what the expenses are so that we can look at that and compare the repeating events, so we can look at them from year over year. I think that would probably be more helpful in terms of managing the budget for the fundraisers. I guess there's two questions. So is that more aligned, Irit, and Mariya, is that something that you could do?

Mariya Hurwitz:  
Yeah. Thanks Laura. It's Mariya. Irit, I'm just going to say my peace first and then open it up to you. I have stated in the past that this is something I want to do and I need to do it. I need to just create a simple Excel spreadsheet. And I would probably have two separate lines for instances like this, where it crossed fiscal years, golf outings income received in prior fiscal year, income received in current fiscal year. We would break it out into a nice level of detail, but at the bottom line we would show what was the profit of the event. And it's something that we could share at these meetings and to help us when we're planning for coming years.

Irit Granger:  
Yes. This is Irit. Yes, that would be very helpful because as it is, Ashleigh, we don't know where we are in some cases, and waiting for the budget report, you'd like to be able to keep a pace with progress. So that would be great, but also reflected somehow here, the way Henry has done with the note, but to carry it through as well. I just want the whole board to understand where we are, to make it as simple as possible.

Mariya Hurwitz:  
This is Mariya. And that's exactly why we put that note in there, just so that people, because when I first looked at the financials when they came from the accountant, even though Ashleigh or somebody, Laura, somebody had given me a heads up.

Laura Jagodzinski:  
I had mentioned it.

Mariya Hurwitz:  
But still, when I looked at them, I went, huh. I gasped.

Irit Granger:  
Yeah. That's what I want to avoid other people doing.

Mariya Hurwitz:  
Right. And then it's simply going into QuickBooks and looking and seeing what the real picture is. But yeah, I get the need. I think it's a very legitimate and useful tool if we have that breakout after an event to show us what really happened.

Irit Granger:  
Thank you. Henry?

Henry Cooperman:  
Any other questions? This is Henry Cooperman. If not, I'm going to turn it back to Mariya Hurwitz?

Mariya Hurwitz:  
Actually, I'm turning it right back to you, Henry.

Henry Cooperman:  
Okay. So we have the investment committee report. The investment committee did not meet in August. The balance at the end of August was \$1,127,204.59 cents, which was up from \$1,105,873.41 cents from the end of July. This represents an increase of \$21,331 or up 1.9%. And the balance for the fiscal year so far for the first two months is \$34,277. The investment committee is planning to meet on October 2nd to discuss the investment committee positions report and balances. The Vanguard balance as of the end of today with market's been up and down a little bit, we're down a slightly is \$1,111,000. Any questions on the investment committee report?

Irit Granger:  
This is Irit, I have one question, sorry, is Jill Finch a member of your committee?

Henry Cooperman:  
Jill Finch is a member of the committee. That is correct. Jill Finch, we have outside members, Jill Finch, Richard Lenahan and Steve Roflog are outside members of the community. And the other members of the committee are myself and Jeff Madisow and Ashleigh is not a voting member, but attends the sessions as well as Mariya Hurwitz, our president

Ashleigh Blake:  
And Bill Garrison?

Henry Cooperman:  
Any other questions?

Mariya Hurwitz:

Henry, it's Mariya. Ashleigh was just asking about [crosstalk 00:26:03].

Henry Cooperman:

Oh, and then I'm sorry, Bill Garrison is the other member. I apologize.

Mariya Hurwitz:

No problem. Bill may be coming off. He has some health issues, but we'll have to reach out to Helen to find out how he is doing. If there's no other questions, I'll go to the nominating committee and share that there was nothing to report. And that's my three committee reports.

Mariya Hurwitz:

Thank you, Henry. This is Mariya. So membership committee, we don't have right? We have nothing to report. Fundraising.

Irit Granger:

This is Irit Granger, fundraising committee chair. As we just said, and as we have been saying, the golf event was a very successful event for the library and exceeded not only our budget, but well exceeded what we did last year. Everyone had a great time and so on. Also the book sale was extremely successful as with bags and baubles, and we're ahead of all projections with regards to those events. Also, it was very nice to see that our one-time, or our new coffee blend, Biblio blend, sold out and was received very well. And the committee decided that it would be nice not to have it year round, but to bring it out again for special events, such as the holiday party and the soiree and so on to create a sort of pent up demand because it's only offered at certain times of the year as it were. So that was terrific. And it's very tasty. Did anyone have a chance to have some of that coffee?

Mariya Hurwitz:

It was so delicious.

Irit Granger:

It was really good, right.

Mariya Hurwitz:

It was really good. It was good hot. It was good cold. It was so good. Yeah.

Irit Granger:

Wonderful. And you know what? I gave it as a housewarming or not a housewarming, I guess you call it a hostess.

Irit Granger:

A hostess gift.

Irit Granger:

Yeah. And I thought that was the most perfect gift. Totally. So next time I'm going to get a few so that I could keep it in the freezer or something.

Mariya Hurwitz:

Excuse me. This is Mariya.

Irit Granger:

Yes.

Mariya Hurwitz:

John from Sacred Ground said never put your coffee in the freezer. It introduces moisture into it. So just seal it up and keep it in your cupboard.

Irit Granger:

Thank you, Mariya. I would have consulted with you first. He did also say though that coffee has a very short shelf life. Ground coffee is only meant to be a week and coffee beans a month. So that's why we went for the beans, everybody. In any case, furthermore, I believe the COVID committee, I don't know if we're calling it the COVID committee, but a few of the trustees met to discuss whether or not we could plan a holiday party this year. They recommended that we cancel it, and part of it is because we really don't know what's happening from month to month. We're on the rise at the moment. And with course with these new variants, who knows what, but in addition to that, Ashleigh pointed that this takes quite a bit of planning in advance and our caterer, for example, Bonnie Manning, wouldn't even commit to the event because she didn't know the prices of food, what they would be, whether it would be protocol to have a buffet, which nobody thinks is appropriate anymore.

Irit Granger:

So for that reason, the fundraising committee decided to accept their recommendation and cancel the holiday party, which I don't believe we've publicized yet, but we plan to. So Henry, if you're still there, did you want to speak to that?

Henry Cooperman:

Well, yeah. I would have thought that might've been somebody that should have gone to the whole board, but that being said, I think the country is opening up. The Northeast is opening up. Broadway is opening up. The metropolitan opera is opening up. I went to services for the new year, wish everybody a happy, healthy new year, by the way. This would make two years in a row that we would not have a holiday party. I'm feeling that hopefully if we then go back to a holiday party in terms of trying to get people to come back after missing two years in a row would be a little bit of a difficult thing to do. So I love the idea of the golden ticket. I think-

Irit Granger:

Go ahead.

Henry Cooperman:

I'm sorry?

Irit Granger:

Go ahead, I'm sorry.

Henry Cooperman:

Yeah, no. I would love to see us have a holiday party. I think it's three months out. I understand all the concerns that the committees have, but I still think that it's something that could be done safely and enjoyably.

Irit Granger:

The committee wants to go back, if they feel any differently at this point, or whether anyone else on the board right now wants to weigh in on that?

Mariya Hurwitz:

This is Mariya. The only thing that I would say is if it were even safe, which we don't know, we can't predict, it's quite a bit of risk, I don't think we have the time at this exactly to-

Irit Granger:

Exactly. It takes quite a bit of planning.

Mariya Hurwitz:

Henry, I completely, I really get what you're saying and we're going to have our challenge to get people after two years have been missed to ... it's going to take some creative energy [crosstalk 00:32:52].

Irit Granger:

Well, the fundraising committee does have some ideas because to make up for the cancellation of the holiday party, we were going to the golden ticket raffle, which will be our next fundraising event. We were going to double the amount of tickets that we were aiming to sell. And that, as you know, has almost a zero cost. So that's all profit. And it's fairly easy to organize. We've already met and established 10 prizes, including a mega prize. And what we thought we do is hold the drawing on our usual holiday event date, which is December 4th, is that right, Ashleigh? Whatever that first Saturday is.

Ashleigh Blake:

Yes.

Henry Cooperman:

Yeah, December.

Irit Granger:

And do something fun. Maybe several board members dress up in holiday fair. Caitlin, for instance, had some creative ideas about how to do that, make something very festive, and also let everyone know that it's very sad that we have to cancel it again this year, but to keep the date. In other words, for everyone to still expect the library to have some sort of a shindig on that first Saturday. So it's just very hard to predict what will happen, Henry. I'm a huge Broadway person and I'm still not entirely comfortable even though they're requiring vaccination cards and so on. I'm usually the least cautious of my clan. So I must be typical. I don't know how anyone else feels.

Caitlin Mandracchia:

This is [inaudible 00:34:39]. I agree. I think it's so sad that a holiday party would have to be missed again. I also understand the uncertainty. I didn't even think about food prices and stuff for the caterers, but it all really is so up in the air. I think having it on the night that the holiday party is supposed to be, I really think we can plan something so fun, whether it's us broadcasting from inside the library or from outside the library. I don't know how everyone feels. If people wanted to come stand outside. I think finding carolers, something to make it more of a show, which I would be more than happy to help plan, but to make it some sort of an event that people can attend virtually or possibly if we did outside, in-person, just in a different way to try to get people still excited about that night.

Irit Granger:

Exactly. And that should be a lot of fun to do. And we'll, I'm sure in the context of that event, remind people that we'll be coming back with our holiday party just as soon as it's safe to do. I also want to, okay, never mind.

Barbara Ireland:

Again, I just wanted to say, unfortunately, I look back at the minutes. The COVID committee had to meet the week after the last board meeting that we had in July. And so that decision had to be made then. Part of our thinking went into the fact that we get a lot of people for that event. And at that point in time, the regulations from the state were such that spacing had to be more than what the space would be for us in our library building with the amount of people that we get, that it would just not be ... there was real strong feeling on the committee that there was not enough spacing to be able to socially distance enough to make it safe.

Barbara Ireland:

Because at that type of party, people also would not probably be wearing masks and you don't know who's vaccinated and who's not, so that there would be a number of people probably coming maybe, I don't know how many, 10 who knows a hundred, that are not vaccinated. There's just no way to know. So I think those were some of the precautions that the committee looked at before we made that decision.

Irit Granger:

And quite frankly, this is Irit again, the Broadway is opening up and lots of other places are opening up. As soon as you hear something opening up like a school or football game, the next week you hear they're having to close down because of a COVID breakout. It really is still very much in flux, I think, myself, to be able to plan a party of that magnitude.

Barbara Ireland:

In Connecticut right now we supposedly are peaking.

Irit Granger:

Good.

Barbara Ireland:

They're looking at the numbers and the latest of what I read today said that we were peaking in Connecticut at this point, but they don't know for sure because there is another new variant out there.

Irit Granger:

Correct. Correct.

Barbara Ireland:

I mean, those are some of our considerations that we discussed in terms of making a decision.

Mariya Hurwitz:

Can I just ask if Jeff or Ro, who I don't think we've heard from, do you have any thoughts, opinions on this? If you don't, that's fine, but I just want to make sure. Henry brings up an important point. I just want to make sure everybody's voice is heard.

Jeff Matusow:

Well, having not ever been to the holiday party, I don't think I really appreciate the significance of it, but obviously I understand the point and it would seem to me that obviously the ideal would be to have the party like it's always been had, and seems to me like that's problematic at best for a number of reasons. So if we can plan something that doesn't necessarily replace it, but at least keeps that as a marker for people that they think of the library first Saturday in December, I think that sounds like a very reasonable substitute to me.

Mariya Hurwitz:  
Thank you. Ro?

Ro D'Ostilio:

I hear what Henry's saying. I have a kid in school and I'm out in the community a lot. I mean, I work at a brewery. I'm out in the community and exposed quite a bit. So my level of comfort is probably different than a lot of other people. At the same time, I respect other people's views on it. I do hear what Henry is saying. After a couple of years, you get out of the groove. It's not a marked date in your calendar anymore, and you're out of that groove. And bringing people back in three years is going to be a bit tougher. So I think all those points are actually ... I do see them as valid.

Henry Cooperman:

Ro, can I ask you a question? Have you guys closed the brewery? Are you not letting people inside? Do you think people are safe being inside your brewery?

Ro D'Ostilio:

So from a business owner's perspective, and small business, and struggling because people don't want to go out. What I say to people in the brewery, I will wear a mask, but if there's only one customer, I will say, "You can or cannot wear your mask," but I'll wear my mask so every one feels safe with me, but as business owners, we've left it up to the people who come in as to whether or not they want to wear masks, which seems to be what the feel is in New Milford's small business setting. But we have not closed the business, no.

Henry Cooperman:

And can I just ask Caitlin a question? Caitlin, do you think that people will not be coming to the Playhouse once it opens?

Caitlin Mandracchia:

I know the playhouse is being really stringent with their COVID policies. I'm friends with their new artistic director and their president. I forget if they are requiring vaccination, but I think they are, and everyone has to be masked at all times, regardless of vaccine status. That's where it gets hairy with parties, people are going to be eating and drinking and talking. It's so different from being in a theater. I feel like it's not really comparable to having a party. I went to a concert at the Richfield Playhouse this week, and they were very strict. I mean, temperature check, vaccine card and license to make sure the names matched. We were allowed to bring drinks into the theater, but they said, "Please take a sip and then put your mask back on." I mean, they even said that. It was very strict. I know theaters are being stricter than you could be at a successful party.

Henry Cooperman:

I'm only bringing up these points because I'm concerned about the length of time, that time would go on in terms of after three years trying to get people to come back to the-

Irit Granger:

Or they may come back in droves because we haven't had it. I mean, everybody laments about the absence of the holiday party. I think that under very difficult circumstances, I think we can do our best to mark that date and create some excitement so that people feel it's still a party, sign up.

Caitlin Mandracchia:

I have a quick question. This is Caitlin again, about the holiday party. I've been an attendee at the soiree. Was it an adult only party? Was it fancier?

Irit Granger:

Yes.

Henry Cooperman:

Yes.

Laura Jagodzinski:

Yeah. This is Laura. It was the event. Everybody got dressed up. The place looked fabulous.

Irit Granger:

Huge, silent auction.

Laura Jagodzinski:

Everybody waited all year-

Irit Granger:

Buffet dinner.

Laura Jagodzinski:

... to get dressed up, eat, drink, and play with friends. Okay? It was really a big deal. I think like Irit that, I think people would come out in droves. Give me an excuse to get dressed up again. I can dig those clothes out of the closet.

Mariya Hurwitz:

I think, this is Mariya, if the COVID environment is such, we can do an early save the date. There are certain things we can do to, like Irit said, get people excited and get momentum behind it in advance next year.

Ro D'Ostilio:

Sorry, Barb. You want to go?

Barb Ireland:

I was just going to add that I even think the golden ticket dry, we can talk about the fact that this is the weekend that we normally have the gala, and that we're hoping we can have it next year [crosstalk 00:44:55] to next year.

Irit Granger:

Yeah, of course. Yes, absolutely.



Ro D'Ostilio:

I do think that we shouldn't put any restrictions on ourselves as far as if in the spring, if things are lifted, then we have an equivalent in the spring of something like the holiday party, but in the spring, so that we can reach out to fill that void quicker than waiting all the way until the following year, or the following holiday season. Christmas in August or whatever.

Irit Granger:

May Day.

Ro D'Ostilio:

Yeah, the May Day party, I'm sorry, holiday party, my bad. Sorry. But I think that that's something that's really important to keep in mind as well, not letting it go on so long that when restrictions are starting to ease up, that we then say, "Okay, let's do something bigger." Do you know what I mean?

Caitlin Mandracchia:

And something different, but special for that night, for this year that is appropriate, no matter what regulations or not come our way. I feel good that we can plan something that people will enjoy and will get them excited for next year.

Irit Granger:

And not only that, but to add to what Caitlin said, we're going to create a lot of fanfare over the drawing, so a lot of publicity and press announcements in which we cover the fact that it's in lieu of the holiday party this year and how much we regret having to cancel it, but in our effort to make it a festive night and a fun night for everyone, this is what we're doing. And we're doubling, well, we're not doubling, we're increasing the number of prizes for the drawing, as well as increasing the number of tickets we're selling. And we're going to do two drawings, one for all the prizes, and then we're going to do one mega prize. So it's sort of like a double drawing.

Irit Granger:

And as I said, we'll, dress in costume, or we'll defer to Caitlin. She's going to direct us and decide how to create something fun. Shall I just proceed with my report? Unless there's more on this anyone wants to say? I mean, obviously we're all sorry not to have a holiday party. The best thing about the holiday party was that it brings so many people together, beyond your own group of friends. You get to greet and exchange hellos with all sorts of people in the community that you wouldn't normally see through the year. And that is a shame to pass on.

Laura Jagodzinski:

This is Laura J. Ashleigh, what do we usually get, around 140 people?

Ashleigh Blake:

It depended. It sometimes was up to 160. Just as a side note, the COVID advisory team, which I consult with on a myriad of things with the library opening, and that really looked at all the information and spoke to the caterer who was not willing to do it this year. She had some really valid points on safety, labor shortage. If we don't have a buffet, everything has to be passed. That would double the labor, if we could find labor. So, and then checking cards at the front. What if things go south right before? So unfortunately with the holiday party, we invest money upfront to pay for catering, rentals, things like that, that if we get upside down in it, it's a great community event, but we're also doing it to raise funds

for the libraries. So if we're in a predicament, it's not a good way to be in.

Ashleigh Blake:

And we also, because the reputation of the holiday party is so great and so beloved, if we did have a bad one where people got sick, it would-

Irit Granger:

That would cause more damage.

Ashleigh Blake:

Yeah, we really want to protect its legacy too. And it is sad. I love the holiday party and a lot of people enjoy it, but the nature of it is that people stand a few inches from each other, talking into each other's faces without masks on and drinking and eating. It seemed risky in the current climate. And unfortunately we have to make a decision months out and it can't be wait ... It's not like a come on over tonight, everything seems fine. So with all of that input, it seemed just prudent to not do it this year. I do believe people love it, that they will come back next year. They'll remember it. There's nothing quite like it that happens that's as fancy, that happens annually repeatedly. So I think that the people will come back for it.

Irit Granger:

And we're keeping our date. It's not like we're giving it up.

Ashleigh Blake:

Exactly.

Mariya Hurwitz:

This is Mariya. And not to be the downer, but just to put the facts out there just so everybody knows that we had budgeted profit for that event. We did actually build it into our current year budget. So it was about \$14,000 net income we were expecting from a holiday party. So when we built our budget in January of this year, we anticipated that we would be able to have a holiday party. So just everybody understands and it sounds like we've got plans to build up the golden ticket to sell more tickets, but just full disclosure, we did put in \$14,000 of net income into our budget.

Irit Granger:

And I think we made \$10,000 in the golden ticket raffle last year. If we double that this year, which is what we plan, we can even exceed that amount of profit.

Mariya Hurwitz:

We budgeted profit of \$10,500 for the raffle this year. So if we can make up a big chunk of that 14, that'd be great.

Irit Granger:

That's our intention, actually.

Mariya Hurwitz:

The lost revenue isn't a reason to take a risk that we're not willing to take. I just wanted to point it out.

Irit Granger:

Right. Also in light of the lost revenue from the holiday party, I would like to ask the board for their input for a vote really to allow us to explore another idea or another couple of ideas. For instance, maybe early in the new year, maybe late January, early February, we thought we'd like to see if it's feasible for us to conduct some sort of a virtual auction, and maybe just do experiences. Laura and I met with someone in our community who very influential and can ask for a lot of favors from people. We came up with some great ideas of some sample items that could be auctioned off. Also, one of my listings that's under deposit at the moment, I had referred them to an estate sale clearance place and they do an auction for everything that they cleared out of the house on a site called Auction Ninja.

Irit Granger:

I joined the site because I wanted to buy a couple of things, but I was only marginally interested and I got all caught up in it because it's so oh my gosh, I ended up buying a platter I did not need for a ridiculous amount of money only because I had to be the victor of that auction. So I think that this can be very exciting too. And the prospect of having some input from outside sources makes it even more so. So I wondered if I could ask the board for the permission to pursue the feasibility of that. As a matter of fact, spoke to the Richfield Library fundraising director, because they recently did some sort of a virtual auction and she's agreed to meet us if we have your permission to pursue it, to discuss how this might work. Any thoughts on that from anyone?

Mariya Hurwitz:

Do we need to vote? I mean, I think it sounds excellent.

Irit Granger:

Okay. Should I make it as a vote?

Laura Jagodzinski:

It sounds like a great idea. Sorry, that was Laura J.

Irit Granger:

Shall I put it in the form of emotion?

Laura Jagodzinski:

Sure.

Irit Granger:

Okay. I'd like to make a motion to the board to approve our pursuing the feasibility of a virtual auction sometime early in the new year.

Irit Granger:

Okay. Barbara.

Irit Granger:

You second, Barb?

Barb Ireland:

Yes.

Irit Granger:

Anyone all in favor or anyone not in favor.

Irit Granger:  
All in favor.

Irit Granger:  
All in favor.

Henry Cooperman:  
I'm okay.

Laura Jagodzinski:  
Henry? Henry?

Henry Cooperman:  
I'm okay. Yep, I'm good.

Irit Granger:  
Thank you very much. I don't know. May I ask Laura a procedural question? The fundraising event, not event, but the fundraising report. Do I need to read that aloud or is it sufficient that it's entered into the record?

Laura Jagodzinski:  
No, that's fine. You're fine.

Irit Granger:  
We're also pursuing another couple of ideas in the fundraising committee.

Jeff Matusow:  
Hey Irit?

Irit Granger:  
Yes, Jeff.

Jeff Matusow:  
I have to go. I just wanted to say goodbye to everybody.

Irit Granger:  
Oh, okay.

Jeff Matusow:  
Sorry.

Irit Granger:  
Nice to see you.

Mariya Hurwitz:  
Hold on, Jeff, can you stick around for two minutes? Because I was actually supposed to do a vote after

Henry's report and I completely forgot. Can you stick around for two minutes?

Jeff Matusow:

Yes.

Mariya Hurwitz:

Irit, this is Mariya. I'll come back to you.

Irit Granger:

I'm all finished. This is Irit and I'm all finished with my fundraiser. Thank you.

Mariya Hurwitz:

This is Mariya. I'm coming back to the investment committee after Henry spoke. I meant to do this. I'd like to make a motion that we approve Henry remaining as the chair of the investment committee through the end of his term of his board service, which ends in, is it October 2022, Laura?

Laura Jagodzinski:

Yes, in October.

Henry Cooperman:

Yes.

Mariya Hurwitz:

May I have a second?

Barb Ireland:

Barbara, seconds.

Mariya Hurwitz:

Okay. Thank you. All in favor of Henry?

Henry Cooperman:

I approve.

Laura Jagodzinski:

That's all in favor and Jeff, don't go. Just give me one minute, because I have a vote as well.

Jeff Matusow:

All right.

Laura Jagodzinski:

Can we do that, Mariya, before Jeff-

Mariya Hurwitz:

Yes, please. Go ahead, Laura.

Laura Jagodzinski:

So I had sent some information out regarding the record date. So it was a refresher that the purpose of

a record date, according to the bylaws, is it helps us, it provides us the ability to decide which members are entitled to vote at the meeting. And our thank you letters to individuals includes thank you for your membership and you were entitled to vote at the September, 2021 meeting, right? Come September 12th in order to make a statement like that in our thank you letter. We need to set the record date for the 2022 meeting.

Laura Jagodzinski:

So what I would like to do is I would like to propose that we keep the record date the same, September 11th, but it would be 2022. And that would allow us with no gaps or no overlaps from the prior year. Are there any questions? No questions? Then let me make a motion to set the record date as September 11th, 2021. Mariya, were you seconding?

Mariya Hurwitz:  
2022.

Laura Jagodzinski:  
I'm sorry, 2022.

Mariya Hurwitz:  
Second.

Laura Jagodzinski:  
No, no, no. So it's the record date? Correct this. The record date is September 11th, 2021 for the 2022 meeting.

Mariya Hurwitz:  
For the 2022 meeting. Okay. Okay. Second.

Laura Jagodzinski:  
Okay. All in favor? Henry?

Henry Cooperman:  
I'm good. Yes, good, I approve.

Laura Jagodzinski:  
So passed, okay, Mariya, back to you. Thanks Jeff.

Mariya Hurwitz:  
I think Ashleigh had an item on her new business agenda as well, Laura.

Laura Jagodzinski:  
Oh, that's right. Okay. Ashleigh.

Mariya Hurwitz:  
Ashleigh, how much time do you need for your facilities?

Ashleigh Blake:  
I don't need a lot of time because I submitted the report in the other reports. It speaks to the vote for

the maintenance art gallery lighting at HVAC. So if the trustee has read that, it pretty much lays it out. I can go over quickly. The preventative maintenance agreement is that we have a regular service agreement, a yearly one. It's been typically with B and D heating and cooling. They no longer want to have the agreement with us. They are not LG trained and they feel uncomfortable in that position.

Ashleigh Blake:

So I would like to recommend that IHVACRR, which did our recent repairs, is our new maintenance company. The agreement that they sent to me has a higher cost per year than B and D did. So we budgeted with B and D and mind not knowing that this was going to happen. So I'm asking for approval from the board to accept IHVACRs agreement in the amount of \$3,780 per year. I will say that he is a licensed technician and he can also do upgrades to the heating computer and monitor that B and D could not. Questions?

Barb Ireland:

You need a motion, Ashleigh?

Ashleigh Blake:

Yes. I can't make it.

Irit Granger:

Okay. Barbara. I move that ... I can't see. I have to get my glasses, that we change our HVAC contractor to IHVACR, is that the name, Ashleigh?

Ashleigh Blake:

That's correct, yes.

Irit Granger:

And that their annual service contract proposal in the amount of \$3,780 be accepted.

Mariya Hurwitz:

Second.

Laura Jagodzinski:

All in favor? Henry?

Henry Cooperman:

I approve. I approve.

Laura Jagodzinski:

Okay, all approved. There's one more vote?

Mariya Hurwitz:

One more thing. [crosstalk 01:00:35].

Ashleigh Blake:

All right. So we're in need of two lighting components for our gallery area. The curator has been asking me for a while. We have dead spots for lighting. We have an account that's arts and culture. So we have money in that for expenditures such as this, that help with the gallery space, art books, et cetera. The

quote for the two light heads is \$1098.86. These are specialized lights. I did try to find comparables or price shop them and there aren't others out there. So I am requesting permission from the board to purchase two of these lighting heads for the gallery space. And the funds will come out of the arts and culture account.

Mariya Hurwitz:

I make a motion. Does anybody have any questions? Okay. I'm going to make a motion that we approve the expenditure, which I believe is capital expenditure, of \$1098.86 out of the art and culture funds account, which is a specially designated account for the arts exhibits.

Caitlin Mandracchia:

Second.

Ashleigh Blake:

Caitlin. All approved?

Mariya Hurwitz:

All approved.

Henry Cooperman:

All approved.

Ashleigh Blake:

Henry.

Henry Cooperman:

I'm good. I approve.

Laura Jagodzinski:

All approved.

Mariya Hurwitz:

Thank you. Thank you, Jeff.

Jeff Matusow:

Okay. Thank you. Goodnight.

Mariya Hurwitz:

Goodnight.

Henry Cooperman:

Goodnight.

Irit Granger:

Goodnight Jeff.

Henry Cooperman:

Mariya?



Mariya Hurwitz:

Yes, Henry.

Henry Cooperman:

Hi, this is Henry Cooperman. I would just like to put it in the record that I dissent on the decision not to have the holiday party this year. On behalf of all our small business owners, restaurants, I went to two weddings over the summer that had ...

Mariya Hurwitz:

Can anyone hear him? Henry, we're losing you. Can you find coverage? I think we've lost Henry, but I think, Laura, you have a ...

Laura Jagodzinski:

I have captured that Henry disagrees with the decision to not have the holiday party.

Mariya Hurwitz:

Yes. Thank you.

Irit Granger:

This is Irit. I'd like to just add that I've also been to a couple of weddings and it's very different going to an outdoor wedding than going to an indoor holiday party and having to plan and pay so far in advance when we don't know what's what really. So I don't think it's a fair comparison.

Mariya Hurwitz:

Thank you both. This is Mariya. Irit, we were with you on fundraising, but I believe you were finished. Okay. So I'm going to pass it over. We're moving on to the unfinished business section of the agenda. Ashleigh, you've got the next few ones starting with first amendment update.

Ashleigh Blake:

Certainly. So I'm working on a code of conduct policy that the revision of the current one or the freshening up and Dee and Laura are assisting with it. And there'll be verbiage in it on filming in the library. I'll present the policy at the October board of trustees meeting. In the meantime, I've drafted procedure for the staff to follow in the event of a first amendment audit. Te Sherman Library and the procedure will be adjusted after the code of conduct policy is approved by the board to reflect that. Any questions? Okay.

Mariya Hurwitz:

This is Mariya. I'm going to leave it with you, Ashleigh, for COVID.

Ashleigh Blake:

So COVID-19 update. In response to the CDC and the Connecticut Department of Public Health's strong recommendation that all residents over the age of two wear masks when in indoor public spaces, effective August 2nd, the Sherman Library now requires all patrons and staff that enter the library building wear masks, regardless of vaccine status. That being said, we are no longer quarantining books. We have no duration of time limits. We're pretty much back to normal with a lot of the other functions in our library. As cases have been increasing in the past couple of weeks in Sherman, I'm continuing to monitor the state and town mandates as well as the CDC and state of Connecticut recommendations for

proper procedure, along with meeting with the COVID advisory team for discussions on a monthly basis.

Ashleigh Blake:

As you know, school is back in session. So I'm paying close attention to any notices that the school sends out to parents regarding COVID. We will be beginning children's after-school programs in person at the library this week. The children will be meeting in the program room and there'll be socially distanced and required to wear masks while inside the library, similar to behavior at the school. Our adult programs continue to be virtual at this time. Any questions about COVID-19 in the library?

Ashleigh Blake:

The American Rescue Plan Act grant update. So we, the library received \$15,458 from the state of Connecticut via electronic transfer on July 22nd. After receiving the funds, I proceeded in ordering most of the items listed in the grant proposal. So far, we have received the three mobile bookshelves for the children's section, 28 stacking chairs and the rolling dolly for the storage. On Friday, we received the wireless printer scanner fax. Last Wednesday the information technician replaced our wifi access points with Ubiquiti high speed and capacity wifi access points.

Ashleigh Blake:

The technician also created the guest wireless network that is segregated from the wired library network. Additionally, at that time, Peter from Midland Nation delivered the two new laptops for patron use. We have received the two solar powered outdoor phone charging kiosks, and I anticipate the arrival of the two outdoor power charging stations later this month. Those are hardwired and solar ones, run by light and pretty much charge a phone. The other ones you can actually charge ... they have plugs, so you can plug in your laptop.

Ashleigh Blake:

The six adjustable outdoor benches are scheduled to be delivered tomorrow. The two mobile charging towers for use inside the library have been ordered and we're waiting their arrival. And so as per the Connecticut State Library, all grant funds awarded to the library must be spent by March 31st of 2022. I will be doing that way before then. And the grant report is due by June 1st, 2022, but I'll complete the grant report and submit it to the state before my departure.

Ashleigh Blake:

So we're moving on. I just would like to say that the focus of this grant was for wifi technology accessibility for the public. So that's why we geared it in that direction. They had specific constraints that we had to request for objects within, but I think it'll be a very nice addition to our library afterwards, that people can work outside, especially on those wifi down or power outages in that they can access that on the outside of the building as well as inside.

Mariya Hurwitz:

Ashleigh, this is Mariya. You may have covered this previously. Are there covers? What goes over these?

Ashleigh Blake:

These are outdoor approved.

Mariya Hurwitz:

They're meant for being exposed to the elements.

Ashleigh Blake:

They are. I have to have a concrete plinth put in so that they don't sit directly on wet ground and I'm working on finding somebody to pour those footings so that they're safe, but that's it. They're graded for exterior views.

Mariya Hurwitz:

Excellent.

Ashleigh Blake:

As are the benches.

Mariya Hurwitz:

All right. Great. Thank you.

Ashleigh Blake:

Sure.

Mariya Hurwitz:

Any questions on the ARPA grant? Okay. So this is Mariya. We're going to move on to the strategic plan section of the agenda. So Laura did send out several documents related to strat plan. They should all be pretty familiar to you at this point. There was an Excel spreadsheet that details things out in this grid-like form. And then there is a one or two page document for each of the strat plan teams. So you should have both of those. My intention is not to go through each and every line item today. However, I am totally open to questions on any of the line items. We'll say the team leads net, I don't know whether it was two weeks ago at this point or three. The weeks are blending, but the team leads did meet very recently.

Mariya Hurwitz:

We came together to discuss the priorities within each of our teams to see if things sort of blended between teams, whether they actually belonged with a completely different team, whether it had been accomplished already. We talked about transitioning away from this focus on the team meeting to do their work, which we think is pretty well accomplished. The teams have done their teamwork and now it was time to take the priorities that had been identified for this fiscal year, starting July 1, ending June of 2022, taking the items, in some cases it was three or four, in some cases, it was a few more and assigning them to individuals. So who is going to actually action against this item?

Mariya Hurwitz:

In some cases we could check it off, it already happened as was the case with a lot of the technology items or the flexible space rather, and some of the technology. In some cases we needed to assign a specific individual. If something was assigned to you, hopefully you have already been reached out to by me, or you will soon be reached out to by me to fill you in on what the task is. The other thing I would say, and Laura, keep me honest on this one, we prioritized items under each team. And so a priority one would be like, let's get this resolved. Let's get this done by the end of this calendar year. So December 31st. If it had a one B it was the earlier part of 2022, definitely wrapped up by the end of the fiscal year by June 30th. And if it was a two, it was like, let's get going on this in the first half of next year and have a pretty good plan in place. Did I capture that as everybody else understood it from the team's priorities? Okay. Okay.

Mariya Hurwitz:

Some of them are assigned to the executive director, but it's going to be the new executive director, whomever we end up bringing in to replace Ashleigh. So we would give some of those that you see assigned to executive director, but have a priority two, that's because we felt that that executive director would need to be enrolled for at least a short period of time before they could reasonably assess or tackle that action item. So that was the approach that we took. We did move some things around that should all be captured in the Word documents that Laura sent out for each team. So I guess that's my high level overview of what we did. My vision is that I would like to have this be a recurring item on our monthly board meeting.

Mariya Hurwitz:

I would like an update from the team lead. And if the team lead wants to defer to the person who owned the action item to report out on what's going on with that, that's fine. But the team leads still owns the deliverables under their area. They may not be responsible for the action, but they own the category that falls under. So for instance, I have staffing. So I'm accountable for making sure that the items I committed to as the team lead for staffing are on target and taking place.

Mariya Hurwitz:

And that would be the case for the other team leads as well. But in terms of the meetings that you have with your team, that's entirely up to you. Our intention is that those meetings need to be fewer or perhaps they don't need to happen at all, it's really your call as to how you want to progress with that. All right. I just said a lot. Anybody else want to add anything that is a team lead? Laura, you did a ton of work on this, pulling this all together. Anything you want to add?

Laura Jagodzinski:

Laura Jagodzinski. No, I think you covered everything. I would ask people to take a look at it and if there's any questions to raise those to Mariya or me, and we'll figure out if it's somebody else or if we need to make a change. Irit, there are a couple items on the fundraising committee. I will work with you and help you on updating that charter. John has a task of coming up with a programming committee charter, and I've given him some information to help with that too. So I'll help you on that, the fundraising charter.

Irit Granger:

Thank you.

Laura Jagodzinski:

Sure.

Mariya Hurwitz:

Sorry. This is Mariya again. One thing I did forget to say is this, the spreadsheet, is an important document to help you focus on your current priorities. However, they're items that are on your Word documents, that each team has, items that are on those that were moved for next fiscal year, don't lose sight of them only from a budgetary perspective. We start to develop our budget in December of this year. So if you know that there's an item that would potentially require funding that's in your 2022/2023 fiscal year, that's the time to start talking to the board about it and talking to me. It'll be the new executive director and Henry developing the budget. So just don't lose sight of those off in the future items only because we do have to budget six months ahead of time.

Mariya Hurwitz:

And then I would say that as we're approaching maybe mid-spring next year, we'll want to revisit as team leads, whomever those team leads are at that time, will want to revisit the commitments that we had pushed into 2022/2023 and realign on those. That's all I had planned on saying tonight on strat plan, but for sure open to questions, comments. Okay. I'll take silence as acceptance and move on. So the next agenda item is the annual meeting of the members. Okay. So that is coming up on October 8th, my wedding anniversary. I haven't broken the news to my husband yet.

Mariya Hurwitz:

Our annual meeting is October 8th. Laura, Ashleigh, and I ... am I forgetting somebody else that helped with the planning of all those? Okay. So the three of us have met and gone through and really just tried to identify every possible item that needs to be prepared for, for the annual meeting. A couple of things that I want. So we've come up with the FAQ's, the proxy's been developed, we've got a press release. Ashleigh's got the splash page going on the Sherman Library website, that's going to have proxy forms, agenda, all the information relevant to the meeting. It's going to be very similar to last year.

Mariya Hurwitz:

It's obviously being held on Zoom. All of us will receive registration links individually from Ashleigh so that we can log into the meeting. We are doing proxies for our own individual votes as trustees. So Ashleigh, will you be emailing the proxies? That's one piece I'm not clear on.

Ashleigh Blake:

I can.

Mariya Hurwitz:

Okay. Laura, what were you going to say?

Laura Jagodzinski:

I was going to say that what we can do is since they're going to have to come to SL board and I manage that, I'll send something out to the proxy, to the trustees.

Mariya Hurwitz:

Okay, perfect.

Laura Jagodzinski:

Okay. And I was going to wait until everything's up on the website to send that out. What I do want to mention is that I've had a couple of meetings with Barb getting some insights and some feedback on proxies and some of the other things that we've been developing, and I'm just thinking we're almost finalizing the documents. It might be worthwhile if I can get Barb to agree to take a look at it all.

Mariya Hurwitz:

That would be great.

Laura Jagodzinski:

The FAQ is the agenda, a press release, a newsletter.

Mariya Hurwitz:

Flyer.

Laura Jagodzinski:

And the flyer. Because I kind of laid them out and I found a couple of things that are a little different that we might want to change. But I think we've been looking at it a lot and I think having somebody else to take a look at it would really help us. And then once we have them all finalized, we get it up on the website, I can send a note out to the trustees, letting them know where to find it.

Mariya Hurwitz:

Perfect. Okay.

Laura Jagodzinski:

Print stuff off, et cetera. Okay.

Irit Granger:

This is Irit. I have a question on that. Is the annual meeting when you publish the list of members and donors, et cetera?

Mariya Hurwitz:

That's part of the annual report. Yes.

Irit Granger:

Is there a cutoff date by which they have to submit the money before they get in the program?

Ashleigh Blake:

Yes, that was last fiscal year. So that ran from July 1st of 2020 to June 30th of 2021. That window is closed for that report. I'm actually getting ready to submit it on Wednesday to the town. They like it first.

Irit Granger:

Oh, so somebody then has donated in the last month in response to the appeal, the annual appeal?

Ashleigh Blake:

That's the next report. That's how that runs. So it matches the fiscal year. So this annual appeal that went out on July 5th-

Irit Granger:

Is the last fiscal.

Ashleigh Blake:

... is the 2021/22 fiscal year. So the next report will reflect those.

Irit Granger:

I see. Thank you.

Ashleigh Blake:

Sure.

Laura Jagodzinski:

It's Laura. So Ashleigh, the annual report is a report of the fiscal year. Okay. So that would be the prior fiscal year, the one that just finished. You had asked about the list of members, right? So for this meeting, we have the record date, which determines who's able to vote. So there is another list of all of the members who are entitled to vote at this meeting. And that is based on the record date and 12 months prior to the record date. So there's two different criteria.

Irit Granger:

I understand. Thank you. Thank you for clarifying that.

Laura Jagodzinski:

You're welcome.

Irit Granger:

And the record date was what?

Laura Jagodzinski:

The record date is September 11th, 2021 for this year. So that means anyone who became a member between September 12th of 2020, to September 11th, 2021 can vote at this meeting.

Irit Granger:

I got it. Thank you.

Mariya Hurwitz:

There are so many different dates to keep track of, but yeah. Okay. So I'm trying to think what else to call out related to ... we're all members, we all need to sign our proxies and return them. We all need to be at the meeting. The only item that the members will be voting on is any trustee whose term needs to be renewed or a new trustee. That's the only item. So it's much simpler than last year. We don't have any changes to bylaws or anything like that. We've got press releases going out again. Laura, you're going to have Barb look at them. We'll have an announcement on our Facebook page or website will have everything.

Mariya Hurwitz:

There's going to be presentations by the reports by the treasurer, Henry, the interim treasurer. Also Henry as the investment committee chair. I will speak. Ashleigh will speak and Ashleigh will also do a presentation as we discussed earlier in executive session. So I think that's it. Laura will send an email detailing and reminding of dates and all of that. Does anybody have any questions about the annual meeting or responsibilities? Anything like that?

Henry Cooperman:

Mariya? Hey, this is Henry Cooperman. I'm going to be giving the interim treasurer's report.

Mariya Hurwitz:

Go ahead.

Henry Cooperman:

No, and then we'll go over that ahead of time, I presume?

Mariya Hurwitz:

Yeah, you and I will sit and go through that together. I'll all be getting the reports from the accountant shortly, and then we will work together to make sure that you've got some talking points and all of that.

Henry Cooperman:

Great. I also wanted to mention, I was muted before, but as one of the few members that were part of the strategic planning committee with Sharon and Karen Cardillo, your predecessor, I'd just like to give big kudos to you and Laura on the outstanding work that you guys have done to bring this into fruition because as you know, I know, that it was sitting on a back table for a while, and I think it's just great we're moving forward with all this. And I just want to make sure that got into the record also. And thank you. .

Mariya Hurwitz:

Thank you very much for that. Thank you. Okay. So that's all I had on annual meeting of members. Did anybody else have comments or questions?

Laura Jagodzinski:

It's Laura. I just want to add a couple of things. So basically the protocol will be similar to last year. People will need to register for the Zoom link in order to attend. We'll record who those attendees are. We'll conduct voting by roll call just as we did last year. I guess for Caitlin and Jeff, although he's not here, so when I say it's the same protocol as last year, I know you weren't here last year, so I'm just going to leave it open. And if you want me to sit and walk you through it, I can do that. Just shoot me a note and let me know. But we would like to see all of the trustees there. And then after the annual meeting is over, there is a meeting, the annual meeting of the board of trustees, where we have to elect our officers for the upcoming year.

Mariya Hurwitz:

So we will all, Laura, we will all stay online on the same call once everybody else is dismissed?

Laura Jagodzinski:

I think we'll do a second Zoom. And the other thing that will be different than last year, because now we know more, the annual meeting of members will be recorded.

Irit Granger:

This is Irit. I have a question. Do we have a time for the meeting? Do we have a time for meeting?

Laura Jagodzinski:

Yes. It's at 7:00.

Irit Granger:

7:00 okay.

Laura Jagodzinski:

Yes, Henry?

Henry Cooperman:

My question is that for the nominating committee, since Jeff and Caitlin are already on, do we have to vote them in officially? There is nobody to vote in or do we vote in the ...



Laura Jagodzinski:

The purpose of the annual meeting of the members is to elect trustees. So the trustees that need to be elected, the slate, and you'll see that on the proxy, the slate is on Jeff and Caitlin, but it's also Mariya because she's entering her third two-year term.

Henry Cooperman:

A renewal.

Laura Jagodzinski:

Yes.

Henry Cooperman:

Right. Okay. Got it. All right. Just wanted to clarify that. Thank you.

Laura Jagodzinski:

That's okay. If anybody wants to see any of these details before we finish them, please just shoot me an email and we could do that. We still have logistics to go through, dry runs and things like that. I know nobody's really going to want to deal with it. If you want, let me know.

Mariya Hurwitz:

We're happy to invite you.

Henry Cooperman:

Oh, you mean we're having a rehearsal dinner?

Laura Jagodzinski:

Yes, Henry.

Henry Cooperman:

Or a rehearsal cocktail hour. Okay. Thank you.

Laura Jagodzinski:

Yes. Via zoom.

Henry Cooperman:

Via Zoom. That's right.

Laura Jagodzinski:

That was it, Mariya.

Mariya Hurwitz:

Okay, And we actually already did our new business because we needed to vote before Jeff signed off. So I have nothing else on the agenda. I am ready to adjourn the meeting unless I missed anything, which I don't think I did. So I would like to make a motion that we adjourn the meeting at 7:38 PM.

Irit Granger:

I second.

Laura Jagodzinski:  
All in favor? Henry?

Henry Cooperman:  
I approve. I approve.

Mariya Hurwitz:  
Thank you everybody.

Henry Cooperman:  
I approve.

Laura Jagodzinski:  
Thank you.

Mariya Hurwitz:  
Thank you. Have a nice night.

Henry Cooperman:  
Thank you.