

# THE SHERMAN LIBRARY

## BOARD OF TRUSTEES

### Minutes of the Oct 16, 2023 Regular Meeting Held at the Sherman Library

#### BOARD MEMBERS:

**Present:** Barbara Ireland (President), Katy Osborn (Vice President), Mandy Croasmun (Secretary), Sharon Kleinberg (Treasurer), John Ehrenreich, PD Villarreal, Jeff Matusow, Christy Seewagen, Irit Granger, Suzanne Telsey, Charlotte Rutsch

**Absent:** Dee Ratterree,

**Quorum Present:** Yes

**Others Present:** Ashleigh Blake (Executive Director)

**CALL TO ORDER:** Barb Ireland called the meeting to order at 6:32 PM.

#### Minutes

- Reviewers of this meetings minutes (Irit Granger and Katy Osborn)
- Approval of prior minutes – September 11, 2023 (Suzanne and Christy)

**APPROVAL OF PRIOR MINUTES:** Barb Ireland motioned to approve, through unanimous consent, the minutes of the September 11<sup>th</sup> regular meeting. There was no objection, and the motion was approved.

#### Reports

- Director – Ashleigh reported that the library annual report was submitted to the town in Sept. Monica Cichosz started as the new children’s services coordinator and has been well received. Circulation saw a cyclical decline which is common after summer reading programs conclude.
- Secretary – There was no secretary’s report.
- Treasurer
  - Operating Budget – There were no questions on the Treasurer’s report.
- Committees
  - Investment – There was no investment report.
  - Nominating – Barb reported that Christy had agreed to chair the nominating committee in her place. The Board currently has all 12 seats filled.
  - Programming –

John Ehrenreich gave an overview that all of the following policies have been adopted by the SL Board of Trustees: Materials Selection Policy, Multi-Purpose Room Policy, Exhibits, Posters and Display Policy, Barn Policy, Programming Policy. The changes to all of these policies is minor, mainly containing an acknowledgement that each policy listed was developed in concert with the American Library Association’s Library Bill of Rights, and its Interpretations, as well as The Freedom to Read Statement, Freedom to View Statement and ALA resources on Challenged Resources. Other changes are technical in nature or procedural, for example, containing a new form in the following three policies: Materials Selection Policy, Exhibits, Poster and Display Policy, and Programming Policy.

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Barbara made a motion that these five policies, as revised and explained, The Materials Selections Policy, Multi-Purpose Room Policy, Exhibits, Posters and Display Policy, Barn Policy, and Programming Policy be adopted by the SL Board of Trustees Oct 16, 2023. Sharon Kleinberg seconded the motion. There was no discussion, all in favor, motion passed.

PD made a motion that a policy to review the policies every 4 years should be implemented to ensure the policies are kept current and relevant. Discussion took place and Mandy explained a current policy tracker was created by the previous secretary and she would like to see if it meets the request of the board before voting. PD withdrew his motion and moved to table the motion until the Nov 13<sup>th</sup> meeting. John seconded the motion. All in favor. Motion passed.

- Fundraising –
  - Update on Gala – Ashleigh reported that the Gala planning was moving forward as planned with vendors being secured, invitations being prepped for mail, and the Neon event page being set up.
  - Silent Auction - Irit and Suzanne reported there were many wonderful items in the silent auction and they anticipated all outstanding items being submitted in the next week or so. There was discussion around including the Zulu Nyali Safari experience in the silent auction. After discussion Barbara motioned that the SL Board of Trustees hereby authorize Zulu Nyali Photographic Safari to be offered at auction at the Gala on Dec 2, 2023. Irit Granger seconded. All in favor. Motion passed.
  - Fall Book Sale – Katy reported that the fall book sale was returning to the library Oct 28-29 from 9-3pm. Early bird access from 8-9am would be offered for a \$10 entrance fee. Trustees were asked to sign up to help at the sale.
  - Soiree Pop-up – Mandy reported that the Soiree pop-up shop was returning this fall Nov 14-Dec 16. The store will be closed during the Gala and reopened after.

## EXECUTIVE SESSION

### **Trustee Vacancy, Staffing and Strategy:**

Barb Ireland motioned to move the meeting into Executive Session at 7:55 PM. John seconded the motion. All in favor. Motion passed.

**RETURN FROM EXECUTIVE SESSION:** Barb Ireland noted the return from executive session at 8:33 PM.

## Unfinished Business

- Annual Appeal, Membership – Ashleigh gave an update that donations through the annual appeal and membership are up slightly from 2022.
- Grant Application State of CT – Ashleigh reported that the grant application is still in process.
- Annual Meeting Report – Ashleigh completed the annual meeting report. Printed copies were provided by fellow Trustee Sharon Kleinberg.

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### New Business

- Update from the Ad Hoc Committee on the HVAC system (John and Mandy)

John and Mandy gave an update on the upgrades being explored for the current HVAC system and explained a multipart strategy to address short term and long term needs for improved air filtration in the library. A short term need exists to provide improved air filtration for the library staff through the purchase of several individual portable air filters. The health of the staff is a top priority.

In accordance with the short term goals of the Ad Hoc Committee on the HVAC system, Barb motioned that the SL Board of Trustees purchase three air purifiers for use in the staff areas or occasionally as needed in other areas of the Library for a cost not to exceed \$1500. Sharon Kleinberg seconded the motion. All in favor. Motion passed.

- Update on Electric Charging Stations – PD reported that he and his wife Anne are researching the feasibility of the electric charging station at the library.
- Maintenance Report for 2022-2023 FY – Ashleigh provided the board with the annual facility projects completed during the last fiscal year.
- Draft Calendar for 2024 Calendar Year – Mandy distributed the 2024 draft schedule of regular board meetings and annual meeting.
- Updated Trustee Contact Sheet – Mandy distributed an update Trustee contact list.

**MEETING ADJOURNED:** Barb Ireland motioned to adjourn the meeting at 8:59 PM, John seconded the motion. All in favor. Motion carried.

### NEXT MEETING:

November 13, 2023. 6:30PM Regular Board Meeting