

THE SHERMAN LIBRARY

BOARD OF TRUSTEES Minutes of the Sept 11, 2023 Regular Meeting

Held at the Sherman Library

BOARD MEMBERS:

Present: Amanda Croasmun (Secretary), Jeff Matusow (Treasurer), John Ehrenreich, Katy Osborn, Dee Ratterree, PD Villarreal, Sharon Kleinberg (Assistant Treasurer), Christy Seewagen, Irit Granger, Suzanne Telsey

Absent: Barbara Ireland (President)

Quorum Present: Yes

Others Present: Ashleigh Blake (Executive Director)

CALL TO ORDER: Amanda Croasmun called the meeting to order at 6:33PM.

Minutes

- Reviewers of this meeting minutes (Suzanne and Christy)
- Approval of prior minutes – July 10, 2023 (PD and Sharon)

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

Reports

- Director - Ashleigh went over her Director's Reports from July and August. The water testing company the library was using had gone out of business; Ashleigh has contracted with a new company and the water has been tested and is healthy.
 - The HDMI component has been hooked up to the new AV system and is working great.
 - The library welcomed a new Children's Services Coordinator, Monica Cichosz; children's programming is underway.
 - Derek has conducted two tech classes to teach patrons how to utilize online library services (Libby, Hoopla and Palace Project); a Zoom tech class will be offered next month.
- Secretary – There was no secretary's report.
- Treasurer and Assistant Treasurer
 - Investment (Jeff) - There was no investment report.
 - Operating Budget (Sharon) - Sharon reported a very good fiscal year in fundraising. It was noted that this was the first year that all fundraisers were up and running since Covid.
- Committees
 - Nominating (Christy) - Discussion to be moved to executive session.
 - Programming and Membership (John) - Programming Committee will meet to discuss several requests that have come in. Updated policies and some new policies will be ready for the October monthly meeting if possible. There was a discussion regarding donations, which confer membership, and sponsorships, which do not. Membership plans to reimagine membership levels (possibly a different gift for each different level) in the near future.
 - Fundraising (Dee) –

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- Update on Golf Tournament (Ashleigh) - The golf tournament was a big success with 76 tickets sold. Next year's tournament will be held at the Torrington Country Club
- Update on Gala Plans (Dee and Ashleigh) - The theme for the Gala is "A Starry Night"; Marie Loria created a beautiful invitation for the event. The menu has been finalized. Early bird tickets may be purchased up to Nov 18.
- Silent Auction part of Gala (Irit and Suzanne) - Trustees are asked to source three items each for the silent auction. Sponsor benefits have been settled.

EXECUTIVE SESSION

Trustee Vacancy, Staffing and Strategy:

Amanda Croasmun motioned to move the meeting into Executive Session at 7:32 PM. Dee seconded the motion. All in favor.

RETURN FROM EXECUTIVE SESSION: Amanda Croasmun noted the return from executive session at 7:55PM. Christy Seconded. All in favor.

RETURN TO REGULAR SESSION at 7:55pm:

Amanda Croasmun welcomed new Trustee Nominee Charlotte Rutsch and made a motion that the name Charlotte Rutsch be added to the list of new Trustee nominees and Trustees eligible for reelection in the period after the last Annual Meeting on October 7th, 2022. Sharon Seconded. All in favor. Motion passed.

Amanda Croasmun made a motion that Katy Osborn be elected Vice President of the Board of Trustees. Irit Seconded. All in favor. Motion passed.

Unfinished Business

- Annual Appeal, Membership Kick Off Campaign in July (Ashleigh) - July is officially Membership Month going forward. Generic signage was purchased this year and can be reused each July.
- Handbooks for Trustees (Amanda) - Handbooks will be distributed once policies are updated.
- HVAC Maintenance (Ashleigh) - A fan motor was replaced and a fresh air intake was repaired.
- Grant Application to the State of CT (Ashleigh) - This item is in-process and we are waiting on the state.

New Business

- Creation of Ad Hoc Committee on HVAC Improvements,
Amanda Croasmun made a motion that an ad hoc committee to research Library HVAC Improvements be created, chaired by John Ehrenreich, reporting their Initial recommendations by December 15th, 2023 if possible. Dee Seconded. Discussion: Discussion took place, asking 1-2 trustees to consider joining the committee. An ad hoc committee can also recruit members of the community with expertise to join the committee. May seek out a consultant with expertise in air quality and infection control. All in favor. Motion passed.
Note, John may want to recruit 1-2 Trustees to help and members of the public with HVAC knowledge.
- Creation of Ad Hoc Committee on Feasibility and Liabilities of Charging Stations for Electric Automobiles,

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Amanda Croasmun made a motion that an ad hoc committee on the Feasibility and Liabilities of Library Charging Stations for Electric Automobiles be created, chaired by Elpidio Villarreal, reporting their initial recommendations by December 15, 2023, if possible. Irit Seconded. Discussion took place asking 1-2 trustees to consider joining the committee. An ad hoc committee can also recruit members of the community with expertise to join the committee. All in favor. Motion passed.

Note, PD may want to recruit 1-2 Trustees to help and members of the public.

- Golf Tournament for 2024,
Amanda Croasmun made a motion that \$1,000 be appropriated as a down payment on the Golf Tournament for 2024 to be held at Torrington Country Club in Torrington CT. Dee Seconded. All in favor. Motion passed.
- Announcement of Details of Annual Meeting October 6, 7:00pm

MEETING ADJOURNED: Amanda Croasmun motioned to adjourn the meeting at 8:22PM, Dee seconded the motion. All in favor.

NEXT MEETING:

Oct 6, 2023. 7:00pm Annual Members Meeting
Oct 16, 2023. 6:30PM Regular Board Meeting