

Karen Cardillo:

Let's get started. Let's call to order. It is 6:37, on a Monday, November ni-

Laura Jagodzinski:

It's 5:37.

Karen Cardillo:

I'm sorry. 5:37. Yes. My watch still says daylight savings time. Monday, November 9th, this is a regular meeting of the Sherman Library Board of Trustees, approval of prior minutes. So I'd like to make a motion to approve the minutes of the meeting in October. Laura, if you would get me the dates on that, I don't have them right in front of me.

Laura Jagodzinski:

October 19th.

Karen Cardillo:

October 19th. Thank you. Were there any other minutes that needed to be-

Laura Jagodzinski:

Nope. That's it.

Karen Cardillo:

Thank you. Can I have a second.

Dee Ratterree:

second.

Karen Cardillo:

Dee, thank you. Very good. Thank you. I need a vote ... All in favor?

Laura Jagodzinski:

All approve?

Laura Jagodzinski:

Aye.

Laura Jagodzinski:

Does everybody approve?

Mariya Hurwitz:

Aye.

Karen Cardillo:

Any nays? Thank you.

Laura Jagodzinski:

Any abstain?

Karen Cardillo:

So passed. I need two people to review the minutes please for this meeting today. And that would be Dee and Erit. Thank you.

Dee Ratterree:

So what we're selling tickets?

Karen Cardillo:

There you go. We need to go into executive session, it is noted on the agenda, to talk to about a trustee vacancy. So Ashleigh, did you send everybody a link?

Ashleigh Blake:

Yes. But I thought we were going to do that at the end, like before for the recording purposes?

Karen Cardillo:

We can do that, that's fine. We can do that. So we'll move that down to the end. Let's get right into the reports. Director's report. Ashleigh go.

Ashleigh Blake:

Hi. Yes. So you all received the report in the stats, I'm assuming. If you look at the report, you can see that we had a really good month for programming for adult and children. There were a lot of programs and they were very well attended. We're really getting into a rhythm with virtual programming and I would like to add that I was recently in a meeting with other libraries and not all libraries are doing as well with virtually program as we are. So we are trying to master this and adjust to the times and it seems to be going well. So I won't go over the detailed programs, you have them, there's some different ones this time. So those are good.

Ashleigh Blake:

I would like to highlight that I had a conversation on digital inclusion with the Connecticut State Library that hosted with a couple of other local librarians. And it's a topic that the state is starting to talk about, especially in regards to COVID and students and making sure that people have access to internet digital areas like that. It does not impact Sherman quite as much as other areas especially urban areas, because we are fortunate to have somewhat decent service. And that most people have devices and access and the school does give Chromebooks to the students. So we're in a better place than some other libraries or towns, but it's something that's definitely on the state's radar. And we're going to start talking about it in the sense of, trying to find any hole in the community and fill that so that we make sure that people have access.

Ashleigh Blake:

So that's an ongoing conversation in this, which is kind of the tasting of it. We also participated in the Halloween bash, I'd like to thank Karen and Henry and Ellie for handing out the goodie bags on that chilly night. And I was told it was very successful. So that's it on the report. If you look at the stats-

Henry Cooperman:

I'd like to thank Karen for the hot chocolate.

Dee Ratterree:

I'd like to thank you guys for not making me be there.

Irit Granger:

Me too.

Karen Cardillo:

It was cold. There's no question about it, but yeah, we had some hot chocolate to keep us warm.

Ashleigh Blake:

Moving on to the stats, you can see that our adult book and children's books circulation are doing very well. That too is picking up steam. That's usually around a, not this past July, because that was abnormal with COVID, but previous July kind of rates of circulation. So it's not usually quite this high in October, which is fabulous. People are, they're finding us, they're using us. We do have a bunch of people coming from New Milford because they are under construction. We have people coming from New Fairfield. So our circulation is robust right now, which is great. And you can also see that the patron visits are climbing too from where they were. Obviously they're not to the levels they were pre COVID, because people are opting to do curbside in different ways of coming in as well. But it's pleasing to see that it's moving up and people are getting comfortable with the situation. I think that's about it.

Mariya Hurwitz:

Actually, the children's program attendance is fabulous and that's all Zoom?

Ashleigh Blake:

It's all Zoom. I mean, bigger meetings bring bigger kids in. It is to the level of July of 2019. So we've had that in the past. It's not an anomaly but it's coming back around and there were quite a few after-school programs too. So yes, that's been doing well.

Mariya Hurwitz:

That's great.

Dee Ratterree:

I would like to put in a big hurray for Cheryl Mandracchia, who's doing a wonderful job online and in the library. I think she's doing a good hire.

Ashleigh Blake:

She's doing a good job. It's a little less focused. It's shifting, obviously, her focus is a lot on virtual because, the programs used to be in the library and people would be coming in for them. So she is directing more of a focus on that than the day to day. I mean, she is there when kids come in, but it's not the same as before. So we will see these numbers shift as we go, hopefully, post COVID, where she'll be doing more day to day dealing with people who come in to. We do get some children, which is great, but it's not like it used to be as far as abundance of children.

Ashleigh Blake:

But these things shift, but she's doing a great job. She's great to work with. I would like to say, with the adult programs, I've gotten a lot of feedback from people who are really enjoying the diversity of programming and find it very interesting. And I also like to add that I'm doing it at very, very low cost to the library. So programming overall, is going really well. So I'm proud, Pat myself on the back.

Karen Cardillo:

You should Ash, you're doing a great job for being here.

Ashleigh Blake:

It's been a lot of work for Sherman.

Dee Ratterree:

Ash-

Irit Granger:

Well done. Well done.

Barbara Ireland:

It's outstanding. Just outstanding Ashleigh. I was reading the statistics today and he said, "Is she ever home?"

Dee Ratterree:

I think Joel asked that too.

Ashleigh Blake:

Poor Joel. Any other questions on report or stats?

Ashleigh Blake:

No.

Karen Cardillo:

Let's move on to the treasurer's report, Mariya.

Mariya Hurwitz:

Yes. Did everybody receive the reports?

Karen Cardillo:

Yes, I did.

Mariya Hurwitz:

Does anybody have any questions on the comments or the numbers?

Karen Cardillo:

Nope.

Barbara Ireland:

Another great job.

Irit Granger:

Yes. I agree.

Mariya Hurwitz:

Great.

Karen Cardillo:

Yup.

Mariya Hurwitz:

Thank you.

Karen Cardillo:

Good. No questions from Mariya? That's easy, lucky you Mariya.

Laura Jagodzinski:

Mariya, it's Laura. The comments are really helpful.

Mariya Hurwitz:

Great. Thank you.

Laura Jagodzinski:

Good job.

Mariya Hurwitz:

Thank you.

Karen Cardillo:

Good. Secretary, Laura, do you have anything?

Laura Jagodzinski:

Let's see. All of the trustees delivered the signed board agreements to Ashleigh or to the library. So thank you all very much for getting those in by this meeting. Karen though, they're there for you to countersign.

Karen Cardillo:

I will do that this week.

Laura Jagodzinski:

However, you can get that, that would be great. I'll talk about scheduling under unfinished business. And the one thing that I wanted to mention is, we found a service to transcribe the audio files. So we are posting transcripts on the website as opposed to the audio files. In terms of protocol, it's really important that, before you speak, you state your name. This way, when we do the transcripts, we can figure out easily, who it is that's speaking. So please do that. And also trying to avoid some of the crosstalk. With the crosstalk and with not saying who it is, it takes a lot of work to go through those transcripts to make sure that we've got the appropriate speaker and recognition. And that's it.

Karen Cardillo:

Understood. On to Henry, Investment Committee. You're muted Henry.

Karen Cardillo:

He's muted.

Henry Cooperman:

Yep. I got it. Good afternoon, everybody. First of all, since my first meeting, since my mom passed, I did want to make sure to thank all members of the board of trustees, for their generous donation towards a tree that we actually purchased from Scott's and it was planted a couple of weeks ago. So thank you. I really appreciate your thoughtfulness and generosity.

Karen Cardillo:

You're welcome.

Henry Cooperman:

So you want the good news or the bad news? So as you see on Mariya's financial report for September, the end of September, the value of the Vanguard Account was \$898,000. At the end of October it was \$886,077. Hi Lauren, welcome. And the good news is that, does everybody know how the market did today?

Dee Ratterree:

Yes. Yes. I did.

Henry Cooperman:

The market had a good day and that's why Henry's smiling. And today at the close, Ashleigh was kind enough to send me the value of the Vanguard Account. And at the end of the day, it was \$962,220.

Irit Granger:

Wow.

Henry Cooperman:

So in the last week, the market has rebounded very nicely from the the lows of October. October notoriously is always a bad month for the market. If you remember years ago, if you were old enough. So most of us were.

Karen Cardillo:

1987, October 19th, the week after my husband and I got married.

Dee Ratterree:

Right.

Henry Cooperman:

Well, I hope the wedding gifts were still in cash.

Karen Cardillo:

They were.

Henry Cooperman:

So we're pretty close to where we were at the end of December of last year, which was \$ 1,800,939. The investment committee will be meeting this Friday at noon. A notice will be going out in the next day or so with the agenda. So the agenda will be posted to the library website. And now that the election is over, we could move forward. And as many of you know, a Pfizer came out with a 90% efficacy rate on a vaccines. And there are other trials that are going forward with Moderna and some other companies that should be coming out in the next week or two. So that's all good news for all of us. And I will look forward to doing this report in person, hopefully sometime in the spring. So that is my report on the investment committee. Any questions?

Karen Cardillo:

No. Very good. Thank you, Henry. That really is all good news. There's a little bit of bad, but mostly good. So great. Thank you. Nominating committee.

Henry Cooperman:

So we do have ... Laura, do I have to go into executive session on this? You're muted, Laura.

Henry Cooperman:

I'm sorry?

Laura Jagodzinski:

Yes, Henry. So what I would say, if you have anything to report ... You may have nothing to report other than on what's going to be covered in executive session. If you're going to talk about the vacancy, then that would be executive session.

Henry Cooperman:

I have nothing to report.

Karen Cardillo:

Thank you, Henry. Membership fundraising, Irit.

Irit Granger:

Oh, thank you, Karen.

Karen Cardillo:

You're welcome.

Irit Granger:

Well, as all of you know by now, in lieu of our holiday party, which we had to cancel due to COVID, we're doing something that the committee has called the golden ticket, which is a raffle drawing. And Dee and Barb are co-chairs of the event. And we've all been working and they, especially, with Ashleigh, in getting tickets printed. They're really very cool tickets, Ashleigh, because, they're not only gold, but they glisten. I didn't realize that till I picked mine up. And anyway, we're hoping that we can sell all 400, which is what we're printing, because it pretty much will yield a clean profit minus a few expenses for printing the cards. I don't know, Barbara, if you want to explain what else we're doing in terms of selling the tickets at the IGA and-

Dee Ratterree:

I was really going to say, every board member is responsible for selling 10 tickets.

Irit Granger:

At least.

Dee Ratterree:

Yeah, minor. Littlest.

Irit Granger:

Right.

Dee Ratterree:

I called Mike at the IGA and so far ...

Barbara Ireland:

We are going to be selling tickets from 10 to one at IGA, this coming Saturday, which is the 14th of November. And also on the 21st of November. And if we need to, we'll sell them on December 12th as well. It was very kind to give us three spots. And the work sessions will be from 10 to 11:30, and then 11:30 to one.

Barbara Ireland:

And so, we would ask everybody to sign up for at least one work session tonight, if they could please do that. And then.

Irit Granger:

I think we have this Saturday covered, right Barb?

Barb Ireland:

Yes, we have this Saturday covered. So we need people for the weekend of the 14th. I mean, the 21st.

Dee Ratterree:

Maybe not till December, we don't know about December yet. We can only print a finite number of tickets, and no matter how many we sell, we can go beyond that.

Dee Ratterree:

So if we can sell off what, 450 tickets Ash?

Ashleigh Blake:

400.

Ashleigh Blake:

400 is in print.

Dee Ratterree:

If we can sell them all before December 12th, it's mute. We don't have to go sit in front of the IGA, unless you ...

Irit Granger:

Right.

Barbara Ireland:

Right.

Irit Granger:

Although, I think I sat in front of the IGA before selling breast cancer raffle tickets and other things. I can tell you, on a Saturday morning, it's a pleasant place to be. You've see ...

Dee Ratterree:

Oh.

Irit Granger:

In lieu of the holiday party where you see all these people that you don't normally see all year, you get to see them at the IGA on a Saturday morning. It's very pleasant.

Ashleigh Blake:

Can I just give one tidbit of information? This is Ashleigh. If you haven't picked up your tickets, this is what they look like. Let me just explain to you, because if I don't have this portion, it's going to be really hard to do the drawing. So the person where you fill out their name, their phone number, their address, email, at the very least, we need their name and phone number because we need to be able to contact them. You break off this part, this part, they get. It's got their number on it. Well, they'll have a number stamped on it, and you keep this part because this is what goes in our raffle drum. We really need to keep these because, it's important that we have these for the raffle drawing.

Ashleigh Blake:

I've also included in there like a spreadsheet, just fill out the name and the address too. We need to be really sure, just in case the stub gets lost, it's on that sheet and I can recreate a stub for them. Just so that, now, if they bought a ticket, they get a chance. So I just wanted to explain that verbally, I thought it'd be easier than typing it all out.

Irit Granger:

Ashleigh has also generated a couple of posters or flyers, I should say. And if you could send them out, I know, you email them to me, it'd be great. Maybe I'll bring some to my office or you never know you could drop these things off, right? I'll bring one to the Old Oak.

Barbara Ireland:

Dee and I we're going to take those around one day this week. But if you want to take one to the Old Oak and to your office, that's great.

Irit Granger:

Yeah.

Irit Granger:

[crosstalk 00:17:44].

Irit Granger:

... I have to go back from my gifts [crosstalk 00:17:45].

Dee Ratterree:

Barb and I have a date too. We don't know when, but ...

Dee Ratterree:

I said we have a date to do this, but I don't know when you want to do it, but I'm open.

Barb Ireland:

I think I can do it Wednesday.

Dee Ratterree:

Cool.

Barb Ireland:

This Wednesday.

Dee Ratterree:

All right.

Barbara Ireland :

So if you do take a poster somewhere, if you get one in the email and you take it somewhere, would you let us know so we don't duplicate.

Irit Granger:

Perfect. I will do that.

Karen Cardillo:

Ro has a question or a comment.

Ro D'Ostilio:

I can't believe I forgot to ask this at the meeting, but, do we have something like on Facebook where I could send it out to my friends on Facebook?

Irit Granger:

Ashleigh, I think is posting something tomorrow or you said, right?

Ashleigh Blake:

So, I've done multiple flyers and Instagram postings, I've been working crazy on the graphics. Tomorrow I will put the flyer on the website. I've created a link on Square so people can buy them online too. And the process for that is, once they purchase it there, it'll alert me and then I can address and send them their stub in the mail. So we're accepting payments online too. So yes, it will be on Facebook, it will be on the website, it will be going out in e-newsletters. It will be posted around in flyers. I'm having some larger signs made for outside the IGA and for in the library. And then yes, Ro, if you can share, that's great.

Ashleigh Blake:

Thing with Facebook, and this goes for all library programs, it doesn't take that much for you guys to just share an event and it spreads it out immensely. And it's very helpful getting that information for all the programs, because, a lot of work is put into all of this and it's just, sometimes just to share, helps get a couple more people. So it's really appreciated if you can do that.

Irit Granger:

I always get good comments when I share something. So people are efficient here.

Irit Granger:

And Ashleigh's going to do the drawing live on Zoom on the 19th of December. And we thought we'd also do publicity, not just before the event, but after the event to highlight who won maybe, or just to create a little fun .

Dee Ratterree:

I don't want to see names.

Dee Ratterree:

I don't think you want to tell the name-

Irit Granger:

No.

Irit Granger:

No, but maybe just some, I don't know, blurb about the event.

Ashleigh Blake:

Yeah. The post one will be a blurb about the event and we'll thank the sponsors. It's mainly to thank the sponsors for donating and to, promote them doing it again in the future.

Irit Granger:

You're right. If we publicize their names, that may not even be legal to post their names.

Ashleigh Blake:

Yeah. I think we'll just go with numbers for the event, but the sponsors, we can certainly have a followup and just say how much we appreciate the community giving and purchasing raffle tickets. And we appreciate these sponsors. It's just a nice little wrap up. We usually do one for the holiday gala anyways, so it's expected in some format.

Barb Ireland:

Ashleigh, I didn't ask to do-

Laura Jagodzinski:

I have a question?

Irit Granger:

Yes, Laura.

Laura Jagodzinski:

It's Laura. So first are the tickets available for us to pick up in the library?

Irit Granger:

They are. Ashleigh's created packets of 10 for every trustee or more. I have found that just, in one day, talking to a few people, they've been very generous. So I sold 10 in like an hour. So grab more than 10 guys because, people are being generous with it.

Ashleigh Blake:

I do have to make sure I'm only printing 400. I mean, I can make some extras, but these are individually numbered too. So they're not like flyers, if they get lost, it's ... We do need to really keep track of these as we're selling tickets.

Irit Granger:

Oh no, absolutely. I mean, if you take [crosstalk 00:21:18].

Ashleigh Blake:

We have to be really careful with them.

Karen Cardillo:

Because we had to get a permit for this, the State audits, things like this are randomly. So keeping track of the ticket numbers and all that is very, very important. And I would also advise Ashleigh that, after the drawing, you keep all the tickets together, do not dispose of anything in case there is an audit.

Ashleigh Blake:

I can certainly do that Karen. And I am keeping a spreadsheet too that has the names of, who purchases, what the numbers are, in that too. So there's documentation, more organized as well.

Irit Granger:

And maybe in each packet, you have a little spreadsheet as well.

Ashleigh Blake:

Just for you guys to fill out so then when it comes back to me, I can put it in the master sheet to make sure it's all documented.

Karen Cardillo:

Would somebody like to discuss board members winning or not winning any of these prizes?

Irit Granger:

Well, we decided as a committee that it would be inappropriate for a board member to win, but that doesn't mean they can't buy a ticket and gift and gift it someone else. Even if it's a family member. I suppose

Dee Ratterree:

But I don't think even trying you can pull up a ticket that says, "Oh, Irit Granger," right?

Irit Granger:

Correct. Correct. It's got to be-

Dee Ratterree:

Right.

Irit Granger:

Sure.

Karen Cardillo:

I think everybody understands that. Yes.

Barb Ireland:

We talked about the fact that, if you have sisters or brothers or-

Dee Ratterree:

Children.

Barb Ireland:

... aunts and uncles and children, if you want to sell them something, that's fine. But, we just individually should not win. And I wanted to ask Ashleigh, on the permit, do we have to give any kind of a final report to move?

Ashleigh Blake:

I don't believe so, but I'll have all the documentation there. I can pour over it again and I can ask Ruth. It wasn't brought up, but I will certainly have ... The spreadsheet will have bank account documentation, and then I'll keep all the stubs too, with the ones that are the winner ones in a separate envelope. And just put them in an envelope. Our holiday parties have things like that for auctions in that too. They're just in the files, if it ever comes up or needs to be researched again.

Barb Ireland:

I haven't seen the spreadsheet, so I didn't know if you weren't keeping back-up, which board member has which number of tickets.

Ashleigh Blake:

Yes, I am.

Barb Ireland:

And then, if there were any that were not sold, we have to note that.

Ashleigh Blake:

Yeah.

Barb Ireland:

Tickets 289 through 904 of them. [crosstalk 00:23:49].

Ashleigh Blake:

We'll see the gap.

Mariya Hurwitz:

[crosstalk 00:23:49] ... I have a question. We will probably have to send notification to the winners as to the value of their prize? So hopefully we have that information tracked and available so I can generate the letters?

Ashleigh Blake:

Yes.

Ashleigh Blake:

Well, I think you [crosstalk 00:24:07].

Irit Granger:

Everything but one is \$250 exactly in value.

Dee Ratterree:

No, it's not.

Ashleigh Blake:

Except for the oil.

Dee Ratterree:

Except for the oil. The oil is 205.

Irit Granger:

I said every gift, but one.

Dee Ratterree:

Oh sorry. Sorry.

Irit Granger:

And that one is Mitchell Oil, which is \$205.

Ashleigh Blake:

[crosstalk 00:24:24] ... hundred gallons

Dee Ratterree:

[crosstalk 00:24:25] ... on the tickets. Each ticket says the value.

Mariya Hurwitz:

I'll still have to generate a letter with our library tax ID number and all of that. But, perfect. Great.

Karen Cardillo:

Correct. Any other questions for Erit or any other committee members?

Laura Jagodzinski:

I have a question. When and where do you want us to drop off our bottles for the

Irit Granger:

We're not doing bottles Laura-

Laura Jagodzinski:

Oh, we're not.

Irit Granger:

Yes. Because we applied for a permit for this raffle, so that we would be complying with all regulations. And we are not allowed to raffle off anything, alcoholic or monetary. Or [crosstalk 00:25:11].

Karen Cardillo:

If anybody would like to drop off things to my house, I'm happy to [inaudible 00:25:14].

Dee Ratterree:

If you announce a time to meet, then that would be fine.

Irit Granger:

But it's worth noting that normally, board members are purchasing tickets to the gala as well as donating a bottle of something. So please buy tickets instead of.

Karen Cardillo:

I would like to suggest that, even though we would normally be buying our tickets to the holiday party and doing raffles and buying keys to the treasure chest, whatever you would normally have donated for that event on, I would ask and encourage you to buy that same amount of tickets, if not more.

Dee Ratterree:

Someone said, don't even buy them as tickets, just donate them, because it complicates things if you win. If you give the amount of money that you were going to spend anyway, it's clean, just donate it.

Ashleigh Blake:

The donate might be good as an option or as board members, you might wait until closer to the end. Because if we're short on tickets-

Dee Ratterree:

Then we'll buy them.

Ashleigh Blake:

... and we sell the ball, and then you decide you want to make a donation towards it, I'm going to do that personally. Write a check to the library for the golden ticket thing. Because if we do sell them like gangbusters and we hit the 400 mark, which, we have to stop that because of the permit, then me giving a little bit beyond that, is helpful. There is a small charge to square, when the ticket sells for \$20, we actually make \$19 and 12 cents after the fee. So if people are buying in Square, we'll see a diminish in profit margin. That's minor one, but, it's nice to offset it a bit.

Karen Cardillo:

Right.

Irit Granger:

Ashleigh, dropping off the stubs and the spreadsheet and the money, of course, goes to Ashleigh.

Ashleigh Blake:

Yes.

Dee Ratterree:

Nice try though, Karen. I tried though. Bring your bottle, I'm okay with just the bottle.

Karen Cardillo:

All right. Any other questions or comments?

Barb Ireland:

Just on what you can and cannot raffle on. We even talked to Ruth about whether or not you could have a price where you could redeem X amount of dollars for the liquor or cash, and you cannot do that. It is not allowed at all. In case anybody asks.

Karen Cardillo:

Very good. Thank you.

Irit Granger:

Also, one final note, Dee wrote a great press release, which we sound so fantastic in it. So look out for that in the papers tomorrow or whatever they come out.

Karen Cardillo:

Thank you.

Laura Jagodzinski:

Would you mind sharing that with the rest of us, the press release? Or if it's that it's something that we can use to forward out to [crosstalk 00:28:10].

Dee Ratterree:

I actually saw it.

Irit Granger:

Ashleigh could you send out the press release and the poster? Flyer rather?

Ashleigh Blake:

I could. Yep.

Laura Jagodzinski:

That would be helpful.

Dee Ratterree:

I think you did that. I think you sent the press release.

Ashleigh Blake:

I just sent it to Dee, Barb and Erit because that's the committee, just to see before.

Jennifer Laviano:

If you can post it on the website, then we can share easily on social media. That'd be great.

Ashleigh Blake:

Well, not that press release because the website has a limited amount. I'll post definitely the website, I mean, sorry, the flyer, the link, to Square and that. But we're not going to put the press release on the website too, because the website only has so much front page information and we have other things to do.

Ashleigh Blake:

It will definitely be in the paper and I'll definitely [crosstalk 00:28:49]-

Jennifer Laviano:

... your brands in a newspaper or something and you can post the link, then we can share it.

Ashleigh Blake:

Okay.

Karen Cardillo:

That would be great.

Irit Granger:

But anyway, if you could send the flyer and the press release out, so everyone has that right away, that'd be great. Ashleigh.

Ashleigh Blake:

Okay. I'll get on it.

Karen Cardillo:

Great. Thank you. Unfinished business. Laura, 2021 meeting schedule. This is up for a vote.

Laura Jagodzinski:

Sure. Before I go onto this, I want to remind everybody before you speak, to state your name.

Laura Jagodzinski:

It's going to take a little bit of practice, but we really need to do this. Otherwise, I can spend an hour and a half listening to the recordings trying to fill in names and I would prefer not to do that again. All right. Regarding the 2021 schedule, at the last meeting, we set dates for the 2021 board meeting schedule. We're continuing with the schedule set based on the second Monday of the month, except for April and July, which was moved to the third. I sent a draft out to everyone. At this time, I'd like to move to approve the schedule. Do I have a second.

Barb Ireland:

this is Barb, second.

Laura Jagodzinski:

Barb, thank you. All in favor.

Group:

Aye.

Laura Jagodzinski:

Any opposed? Abstain? Alrighty. Thank you. I'll proceed with filing the schedule with the town clerk's office and Ashleigh, I'll send you a copy to post on the website.

Ashleigh Blake:

Great. Thanks.

Laura Jagodzinski:

Thank you Karen, back to you.

Karen Cardillo:

I have a question. So I have done this in the past, I bring it over to the town clerk. I hand it to them, I ask them to post it on the website. Seven times out of 10, it doesn't get posted. How do we follow up with that? Is there a procedure, is there an idea? Give it a month or so see if they post it, see what happens. I know it's not our responsibility at that point, but I do want to just let everybody know that our library notifications do not always get up on the town website. You can go on there now, because I'm always checking to see if anything is up there. And it rarely is. So where does [crosstalk 00:31:16].

Dee Ratterree:

This is Dee speaking, who wants the website?

Dee Ratterree:

This is [crosstalk 00:31:20].

Dee Ratterree:

Who wants the website? [crosstalk 00:31:24].

Karen Cardillo:

I'm not sure but, the people that you give it to, and this is who we've always given it to, the library meaning, we've always given it to the town clerk.

Laura Jagodzinski:

And that's the [crosstalk 00:31:33].

Karen Cardillo:

So whoever's ... Yeah. Whoever's in that room, that's the person you hand it to.

Karen Cardillo:

Maybe just a suggestion, you might want to follow up in January to see if it got posted. Again, February and then check with Don to see why it isn't posted. [crosstalk 00:31:56].

Laura Jagodzinski:

When I sent the schedule out, I'm going to email it to the town clerk and just ask for a confirmation back again.

Karen Cardillo:

Sounds good. Once you get that confirmation, I think we're good.

Laura Jagodzinski:

Great.

Karen Cardillo:

Thank you.

Dee Ratterree:

And maybe CC Don Low on that. This is Dee. Maybe carbon copy Don Low.

Dee Ratterree:

I did.

Laura Jagodzinski:

Dee. Dee. This is Dee. Thank you Ro.

Ro D'Ostilio:

Welcome.

Dee Ratterree:

Maybe send a CC to Don Low when you do that, Laura.

Laura Jagodzinski:

Barbara.

Laura Jagodzinski:

Yes, this is Barbara. I was thinking that, when you take it in to Carol, you could ask her if it would be helpful if you took the copy to person that puts it on the website. Because I think that could be Ruth, I don't know.

Laura Jagodzinski:

I think Laura's is ... This is Karen. I think Laura has the right idea in emailing it. It makes it very easy to get it on the website because it's in an electronic form to begin with.

Barb Ireland:

Okay.

Karen Cardillo:

We never did it that way, we just handed it off. And that could have been part of the reason why it never got up there. I think Laura is on the right track that we email it. As far as copying Don, I'm reluctant to bring Don into all matters library. He's got too much on his plate. I have no issue with bringing him in if we can't get it up on the website and ask him if he could intervene a little bit, but I'm reluctant to involve him in library matters.

Barb Ireland:

You can always go to Ruth.

Karen Cardillo:

Exactly.

Barb Ireland:

She is very, very help-

Dee Ratterree:

And Barb.

Barb Ireland:

... very he- ... Barbara. She's very helpful.

Karen Cardillo:

Yeah, I agree. Any other questions about the meeting schedule? We voted on it, all approved. Good. Website update, Ashleigh.

Ashleigh Blake:

Working on it. Still working on it. So I spoke with Marie, she is ready. I am going back and forth with her. So I'm hoping end of November, beginning of December, I'm pushing it along. There are other things that come in, in the meantime. A golden ticket drawing, stay in report, day to day, but it's definitely my top priority after getting the state report out. So it's moving.

Karen Cardillo:

That's great. Any questions for Ashleigh about the website? Let's move on. COVID-19 update, that's you Ashleigh again.

Ashleigh Blake:

Ashleigh. As you all know, the numbers are increasing nationwide with COVID-19, and they're increasing a bit in town too. So I've asked our staff to be extra vigilant. We do have pretty stringent procedures right now. We are opened 12 to four for the public. When people come in, they're required to wear masks, use hand sanitizer or work gloves. During that four hour period, we clean all surfaces, high touch surfaces every hour, with an disinfectant. We're not accepting library cards, we look it up manually. And there's a limit, they're only allowed to be there 30 minutes or less. So we're pretty strict as far as that goes and we've been good so far.

Ashleigh Blake:

Staff takes temperature every morning too, and it's documented. So we're just alert, very alert right now just watching how things proceed. But, I am happy to report that, our patrons are very respectful and they adhere to the rules. And so, I think they understand this is the only way we can remain open and lend items. We are quarantining for 72 hours and I do put them in a room and stand them on end so the air circulates around the books. So we are adhering to that as well.

Karen Cardillo:

Questions about COVID update? Yes, Ro.

Ro D'Ostilio:

Do we have anything, like if the school closes, then the library closes? This is Ro, by the way.

Dee Ratterree:

[inaudible 00:36:05].

Ashleigh Blake:

That was the thought, I mean, that was our reaction when it first happened. The thought right now is, if the school is doing it preemptively as a safeguard, it's a little different than reacting to a full outbreak in town. So we're looking at that day by day as to what to do. We're relatively safe compared to like a Danbury or a New Fairfield right now, which is good. But, I'm really definitely watching this, but, I don't know ... Currently New Milford is on a hybrid schedule, does that mean we close? No, it means that that's how they're dealing with it, with capacity.

Ashleigh Blake:

So we're watching it day to day. I mean, if there was a massive outbreak or something, yes. If the state says, "Shut down," yes. But I'm definitely very in tune with this. And our staff, I would like to add, wear masks all day long. I mean, they only take them off for lunch break where they go into a room and eat by themselves. So I'm very strict, but my hope is to keep everybody very safe. But yes, Ro, that's one of the indicators, obviously, if that changed,

Irit Granger:

Thank you.

Karen Cardillo:

Facilities.

Ashleigh Blake:

Ashleigh.

Karen Cardillo:

Ashleigh, facilities.

Ashleigh Blake:

Ashleigh, facilities.

Karen Cardillo:

You have a lot to say tonight.

Ashleigh Blake:

Yes. The last meeting we discussed the painting project. I am going to get another additional bid and I know that the facilities advisory committee had suggested, spraying, and I know the board at the last meeting said, "That makes sense." Obviously, we're going into the winter, we're not going to rush this. So I will continue to get another bid on that, to bring forth to you at a future date. B&D Air, who does our heating and cooling systems, is scheduled for the fall servicing on November 16th. And at that point, I will confirm with them air quality, once more. I did contact them after our last meeting, about a statement on the air quality. And it depends from building to building. They said, they get these calls all day long and it's, no one size fits all.

Ashleigh Blake:

So when the service person comes ... I mean, as of the last time they came in the spring, they confirmed that we had a good airflow. That, we're fortunate to have a new building with a new system and high ceilings, so we were in a good place. But I will ask, once more, as we enter the fall and winter, when they come service it thi Monday, next Monday. Any questions on that? And then last meeting, we did discuss the carpet cleaning and I have three bids ranging from-

Karen Cardillo:

Hang on. Hang on Ashleigh. I just want to let everybody know on the board that, I went back into the records. And back in, let's see, that would have to be ... I could be wrong. October, 2019, we gave Ashleigh permission to get the carpets cleaned. That was back then. I'm not sure what happened and why it didn't happen. Maybe a holiday party coming up, wanting to wait a little bit, wait until after the holiday party, because, we all know the spillage that happens during that party. I'm not sure why, but it was never done. So technically speaking, it has already been approved for Ashleigh to get the carpet cleaned. So we do not have to take a vote on this again.

Ashleigh Blake:

I would like to add, it wasn't done because we weren't ... You're right, we were approaching the holiday party, followed by the soiree, which are two massive spill incidents. So I didn't want to have it cleaned, just to have it spilled on immediately. And the thought was that, after soiree this year, it would be cleaned, and then, COVID struck. So obviously, nothing happened. And I had gotten the bid. So that was the reason for the holdup to try to extend the cleanliness of the carpet as long as possible and get the maximum bang for our buck with the cleaning.

Karen Cardillo:

Yes. So Ashleigh, you're free to get the carpets cleaned. As I said, it was approved previously, so there's no need to go for another vote at this point.

Ashleigh Blake:

Yay. Clean carpets.

Karen Cardillo:

Yay. Clean carpets. Any other questions for Ashleigh and facilities or anything like that? Okay. Strategic plan. So I swear, I sent the strategic plan out to everybody. After our last meeting, did anybody get it? If anybody did not get it, then we will table this for the next meeting. I apologize for that. I could have sworn I sent it out to everybody. So let's take the strategic plan off the agenda for unfinished business. One thing, let's go to new business. Committee procedures document. Erit, you took a look at it. Everybody, we talked about it a little bit at our last committee meeting. I believe that it was sent out to everybody. The new [crosstalk 00:41:25].

Irit Granger:

Charter for the fundraising committee.

Karen Cardillo:

Oh, I'm talking about that's that one. Right.

Irit Granger:

Oh, okay.

Karen Cardillo:

Laura and I were talking about that. Is that not ready to bring up to a yet, Laura? You're muted here.

Karen Cardillo:

You're muted.

Laura Jagodzinski:

Hi, it's Laura. The committee procedures are not ready to be presented.

Karen Cardillo:

Perfect. We'll table that until the next meeting or whenever it is ready. I'd like to talk on our next agenda item, expense budget for the executive director. If anybody's been on the board for some time, we did, and I can't find it in the minutes at all. We did talk about giving Ashleigh a certain amount of money to spend on facilities, director items that need to be done for operational purposes, without having to come to the board. My recollection, it was \$2,000. Like I said, I can't find it in any of the minutes. And as I was searching for it, I did find the carpet cleaning, and if I'm not mistaken, it was done during that exact same meeting.

Karen Cardillo:

So at this point, I would like you to make a motion that we give Ashleigh the authority to spend up to \$2,000 on any item that needs to be done in terms of operations or facilities, without having to come to the board for permission. Now,[crosstalk 00:42:57].

Dee Ratterree:

Karen, this is excluding the \$1,000 already allotted for this carpet, right?

Karen Cardillo:

Yes.

Dee Ratterree:

Excluding the [crosstalk 00:43:07].

Laura Jagodzinski:

This is Dee. Sorry.

Laura Jagodzinski:

Carpet's already been approved. So this is just in general, that Ashleigh has a budget of \$2,000 that she can use, towards anything library. In terms of, operations, facilities, et cetera. So I make a motion to, and I need a second.

Dee Ratterree:

Second.

Ro D'Ostilio:

This is Ro, I'll second.

Karen Cardillo:

Thanks Ro.

Mariya Hurwitz:

Sorry, this is Mariya. Can I just interject one recommendation?

Karen Cardillo:

Certainly.

Mariya Hurwitz:

That we have a cap on that and Ashleigh, obviously, I know you make great decisions and you've been running the library very well. I just think, fiscally, it would be probably smart to say, \$2,000 per transaction kept cumulatively at a certain amount for the fiscal year.

Karen Cardillo:

I agree. That's correct. Yes. I wasn't clear on that.

Mariya Hurwitz:

No, that's okay. Do you have a number in mind, Karen for that cap for the fiscal year or?

Karen Cardillo:

I didn't go that far. I think if we kept it at \$4,000 or \$5,000, I think it would be plenty for Ashleigh to work within that kind of budget for the year.

Mariya Hurwitz:

I think 5,000 sounds very reasonable.

Karen Cardillo:

So we'll add that to the language. Jennifer, I'm sorry. Do you have a question?

Jennifer Laviano:

Yeah. I want to make sure I understand the clear language of the motion before there's a second and a vote. So the motion is for Ashleigh to, or the director to have the discretion to utilize up to \$5,000 in a fiscal year, towards operating costs facilities ... And, I mean, I think we need to be a little clear, and maybe, I'm just throwing this out there for discussion, have ... And this is by no means because of Ashleigh. I'm just thinking institutionally, Ashleigh could move tomorrow to New Jersey and we could have somebody else. And we have to keep in mind that this would be a rule that would go with whomever took over. So do we want to have some stop gap or some assurance that the treasurer will be consulted or something to that effect?

Jennifer Laviano:

Before we go to a second and then a vote, I think we need to be clear about exactly what we're saying. I understand the purpose behind it and I have full, a hundred percent faith in Ashleigh, but I just want to make sure that we're being clear about what we are proposing as a board.

Karen Cardillo:

Yeah, I agree Jennifer. That's a good idea. Perhaps the language could include, consultation with the treasurer, but not the full board for a vote. We could do it that way.

Laura Jagodzinski:

So with authorization from the treasury.

Karen Cardillo:

From the treasury. Barbara, yes.

Karen Cardillo:

You're on mute.

Karen Cardillo:

You're on mute Barb.

Barbara Ireland:

This is Barbara. I was just thinking in line with Jennifer on this issue. To protect Ashleigh, I think it's great for her to have to consult with the treasurer, but I also think that it should be part of her director's report. Just so if it's in writing somewhere, so that people understand the type of thing we're talking about. So if there was ever any question, we have with writing. I don't know how Ashleigh feels about that. Do you have a suggestion on that, Ashleigh?

Ashleigh Blake:

Yeah. This is Ashleigh. So in the director's report, I usually do. So, for example, the blinds that we installed in the program room, so that presentations can be done, the automatic ones, it was reported, the amounts spent was not reported in the director's report, it was reported that it was approved, purchased and installed successfully. I don't know what the board's feeling is on reporting the exact cost of each of those things in the director's report. If you feel that's necessary. I mean, it's found in the financials to some degree too. When Mariya does the monthly report, you can see it bump up and show in the notes, right? New blinds installed or a water heater replaced or something along those lines.

Ashleigh Blake:

So I already do report on those kinds of items, but I guess just the board, does it want the amount included in that report?

Laura Jagodzinski:

Karen?

Laura Jagodzinski:

Yeah.

Laura Jagodzinski:

Just a thought. This is Laura. Just a thought. I had not really thought about this before, and we've gotten a little bit of feedback on it and it seems to me that there's some perspectives on language that should

be included and controls that should be included. And maybe we, if there isn't anything urgent in the next month or so, that maybe we take some time and put some words together and then we can vote on it when we meet in January.

Mariya Hurwitz:

This is Mariya.

Laura Jagodzinski:

Yeah, Mariya.

Mariya Hurwitz:

I can volunteer to draft up some language, to propose at the next board meeting to vote on a policy.

Laura Jagodzinski:

Yeah, I think that would be good. Because I think it ties into ... It's Laura again. It ties into two aspects. One is like a like an accounts payable policy or even just a facility's budget. If we had a facilities budget for the entire year that said, "We project during the next 12 months to have these six projects, and this is what we would from a budget estimate," right? And if the board could approve that facilities budget, right? Then, Ashleigh would have the ability to move through those without going to the treasurer on an individual expense. Or coming back to the board, we'd actually be looking at a high level facilities budget for the year. Just another way to look at it.

Ashleigh Blake:

Within the budget, there is an amount for facilities that's already allocated. I mean, sometimes it might go over depending. I mean, what I need is just the freedom to say our heating system poops out. I'm not going to wait for a board meeting and close the library for five days.

Laura Jagodzinski:

Right.

Ashleigh Blake:

I'm going to have to act on that immediately because that's an emergency, right. Something like painting or these things, those definitely bids time that that definitely is very, very reasonable to me. But I do need the freedom to be able to act on certain needs that arise that have urgency in that respect. So that should be reflected somehow in that as well, if you could.

Barbara Ireland:

Mariya, and this is Barbara, couldn't you just name an account, like Ashleigh just said? Call it the executive directors of our agency account or whatever. And have, that just whatever it is, listed in that each time that she does do something there.

Mariya Hurwitz:

Yes. This is Mariya. So I think what Laura said about calling out specifically, I think it's the maintenance, and then we have a building reserve account. Building reserve tends to be more capital items, so maybe

not that account. But we do have a maintenance account. And I like what Laura said about just we approved that budget line item as a board when we approved budget and we give Ashleigh discretion to use that money. And if she's creeping up above it, that becomes the board approval discussion.

Laura Jagodzinski:

Yeah. It's Laura. Ashleigh, I know one of the things that you had talked about, and we just haven't been able to get there yet with everything else that's going on, is the facilities advisors to develop an annual budget. To forecast projects for the upcoming year.

Karen Cardillo:

And that also, this Karen.

Mariya Hurwitz:

Possibly-

Mariya Hurwitz:

It also ties into our reserve account as well, to be sure that we remain on track with the reserves and we're maintaining the building at the same time. So developing budget for the facilities committee is a really good idea.

Ashleigh Blake:

It's an advisory committee guys, I just want to remind you all of that.

Laura Jagodzinski:

That's all right.

Karen Cardillo:

It's fine.

Mariya Hurwitz:

And maybe we're going off, this is Mariya going off too deep in this, but I do like the idea of your advisory committee helping guide you during our budget process, as to what might be coming up in the year. So that just gives it some thought, and we're not saying, "Let's keep it flat to prior year," it actually has some thought in it.

Laura Jagodzinski:

Exactly.

Mariya Hurwitz:

So I do like that idea a lot. And then I also like the idea of saying, "Okay, that's your budget. You don't have to be in a straight jacket, you could even spend what's in your budget. Because you're the executive director and you need to fix the heating system when it breaks." Like you said.

Karen Cardillo:

I think this is a good solution. I really do. And we won't vote on it tonight, but we will definitely bring it up at the next meeting for a vote. Mariya is going to work on the language and I think it's a good solution to ... It's actually a short-term issue, but I think we've come up with a long-term solution to this problem. So good.

Mariya Hurwitz:

And Jennifer, this is Mariya, I might reach out to you for help with inclusion of a little bit of language for the staff gap.

Ashleigh Blake:

And would like to include just in that too, that there's obviously week to week, but some of the larger capital things like repainting the whole building, it wouldn't be like I wiped out the budget for the year. That's why we have investments in certain things like that, because they're going to be certain things maybe re-roofing the building at some point or that. That means that you don't get to fix the heating system or do some repairs. So just as you're working on that, just keep that in mind that, difference between the ongoing smaller things, and then these big projects, which everyone in a business or a home faces at some point with their facility.

Mariya Hurwitz:

Yep. This is Mariya. I agree. And I think that is part of the role that that advisory committee would say like, "Hey, in the next 12 months, you're going to need to paint this building, or you're going to need to repair the roof." Those types of things typically aren't surprises. Some things are, but that big stuff, hopefully, it doesn't come as a surprise, it can be planned for.

Karen Cardillo:

This is Karen. In creating a budget, it gives everybody a lot flexibility. And it's easier to move within. So I think creating the budget is not the easiest thing to do, but once it's done, it's easier to work through as years go on. And I think the executive director and the board will be much happier working through a budget, adding it into our operating budget and having that flexibility for the executive director, I think it'll be a good thing.

Mariya Hurwitz:

Yes.

Laura Jagodzinski:

Barb.

Barbara Ireland:

Just one deep housekeeping detail. I think that for the purposes of the minutes, we haven't had a motion on the floor?

Karen Cardillo:

Mm-hmm (negative).

Laura Jagodzinski:

Was it seconded?

Karen Cardillo:

No.

Karen Cardillo:

No.

Laura Jagodzinski:

It was not.

Laura Jagodzinski:

I'm sorry. Yes, Dee did seconded it. Sorry.

Laura Jagodzinski:

Then those are [crosstalk 00:54:40]-

Karen Cardillo:

Oh, I'm sorry. Didn't see that.

Barbara Ireland:

... and we have to have a motion to table.

Karen Cardillo:

All approved?

Laura Jagodzinski:

What are we pushing?

Irit Granger:

To table that prior motion.

Laura Jagodzinski:

I'm sorry, is it on?

Laura Jagodzinski:

[crosstalk 00:54:52].

Barbara Ireland:

Yeah, it will be our motion and then would mean, if we have a motion to table.

Laura Jagodzinski:

Sorry. Oh, it's Laura. So who's making the motion to table for discussion?

Irit Granger:

Irit.

Laura Jagodzinski:

[crosstalk 00:55:03].

Irit Granger:

Erit. This is Erit, I will make a motion to table that last vote to the next board meeting.

Laura Jagodzinski:

Dee, you're seconding? Thank you. All approved? Just looking at the pictures. Any nays? Anybody oppose? Abstain? All approved. Thank you. Back to you, Karen.

Karen Cardillo:

Thank you. So one more thing. So Laura, how do we want to do this? Do we want to do this treasurer secretary thing? Do we want to do this at the end now or do we ...

Laura Jagodzinski:

It's Laura. Karen, do you want to continue on something I talked about earlier, which was the board responsibilities?

Karen Cardillo:

Mm-hmm (affirmative).

Laura Jagodzinski:

So back earlier, I was talking about the board responsibilities document and that they were all signs. Karen has an item that she wants to follow up with that.

Karen Cardillo:

That's right.

Laura Jagodzinski:

Karen, follow up on it.

Karen Cardillo:

So thank you. So looking at the board responsibilities, and we've all signed it and we know what our responsibilities are. And they're deep. We are a working board and we're all familiar with it. The treasurer and the secretary have particular other jobs besides, what is part of the board responsibilities? Mariya, as the treasurer, spends, up to three hours a month, reconciling, creating reports, reporting, et cetera. Laura, an hour and a half to two hours a month, going over secretarial duties, transcribing, et cetera. And helping to create the agenda and working with the president. And so, there is actual time and labor involved in these executive committee jobs.

Karen Cardillo:

What I'd like to propose is that we, and this has always been, before I go any further. This has always been the unspoken rule at the Sherman Library. Although it's never been in writing. The secretary and the treasurer have always been able to take a little bit of a backseat because they literally have a job on the board. In that, they're not required to sit on committees. They're not required to chair committees. They attend fundraising events, particularly the very large ones, like the Soiree, Duck Fest and holiday party. And I would just like to get in writing that, secretary and treasurer do not have to abide by those particular guidelines and rules, in terms of the board responsibility agreement.

Karen Cardillo:

I would like to be sure that, when we do approach someone to take on a treasurer or a secretarial position on our executive committee, that they don't read the board responsibility agreement and head for the Hills. Because it is a lot, we all work hard on this board. People who come up through the ranks and become secretary or treasurer, know exactly what the job entails. But someone from the outside coming in, may look at that and say, "Goodness, I don't have that kind of time." So I'd like to ... am I proposing here, Laura? No.

Karen Cardillo:

Yeah, I am proposing.

Karen Cardillo:

I'd like to propose that we make an amendment, create an amendment to the current board responsibility agreement. That says, it is understood that the time the treasurer and secretary spend on reports and fulfilling the responsibilities, counts towards their participation on committees and fundraising events.

Jennifer Laviano:

So before, this is Jen, sorry. Before anyone seconds that, couple of thoughts. We all just signed the language we had approved at the last board meeting. It may be more practically efficient to achieve the same goal, to either pass some kind of motion or a memorandum of understanding or something that board members who are also serving in their capacity by the treasurer or secretary, are deemed to have been meeting their obligations under the other agreement versus amending what we all just signed. Just as an idea, I'm not married to it. I'm just saying I, hundred percent understand and agree with what you're trying to achieve, and I agree with it.

Jennifer Laviano:

But Ashleigh is going to have to collect all of our signatures on a new document if we amend it. Versus us passing some proclamation or something. I don't know, Barbara probably knows more since she is the expert on Robert's rules about what may be the best way, mechanism to do this is. But I'm not so sure amending a document we all just signed is efficient, although I'm happy to do it if that's what everyone agrees on.

Mariya Hurwitz:

This is Mariya, can I ask the question Jen?

Mariya Hurwitz:

Are addendums to agreements required to have a signature?

Jennifer Laviano:

Typically.

Mariya Hurwitz:

They are.

Laura Jagodzinski:

It's Laura. First, I want to say that as secretary, in the hours that I spend on my monthly and annual duties, I don't think that means, I don't have to participate on committees and I don't have to participate in fundraisers. I think what Karen was trying to get at is, those hours we spend contributes to that participation. It is not in place of that participation in committees or in fundraising. So I just want to be absolutely clear from my personal perspective, what that means.

Laura Jagodzinski:

I would propose that I liked Jen's idea and it just says that we as a board, agree and understand that that's the case, right? I think it looks a little awkward in the responsibility document, and it seems odd to me to have a separate standalone document for that. If what we're trying to capture is that, this is an agreement that the board has and we understand that, I would think that, taking it to a vote for to the trustees should be sufficient.

Karen Cardillo:

I would agree with that. I think that that works for me. Anybody have any questions or comments on that? Ro?

Ro D'Ostilio:

So are you saying we're just going to do a vote, we're not going to have anything written down?

Karen Cardillo:

It would be a memorandum kind of thing. Correct [inaudible 01:02:58].

Ro D'Ostilio:

That would be also good.

Laura Jagodzinski:

It would be in the minutes. It would be reflected in the minutes what the motion was.

Ro D'Ostilio:

But then, how would somebody know who's coming on, that's part of the agreement if it's not written in the agreement document?

Laura Jagodzinski:

I think the minutes would have to carry, until we go through a process of updating the board agreement. I see the board agreement similar to the conflict of interest, which we sign every year. So maybe we make the trustee agreement something that's signed every year, and we would update it to include it the next time we go through the acknowledgement process. Barb.

Barbara Ireland:

That's what I was going to suggest is that, as part of the memorandum, that we just make it known that it will be included in the agreement when it is updated in the succeeding year.

Karen Cardillo:

Anybody have any questions or comments about that? Okay. So let's take a vote on this. Did you like me to repeat the language or are we good?

Dee Ratterree:

Karen, I say we're good.

Karen Cardillo:

Very good. Thank you. So I'd like to make a motion that we include, in the minutes, the language they just used regarding treasury and secretary. Using the time of their responsibilities in these positions, towards their fundraising and committees time. Do I have a second? Thank you Ro. All in favor? That's everybody.

Laura Jagodzinski:

Any opposed?

Karen Cardillo:

Any nays? Any abstains? Very good. We're good. Thank you. So approved. Can we run into executive session quick, quick, because Ashleigh has to run.

Mariya Hurwitz:

This is Mariya. Ashleigh, would you like to give me control of the meeting so you don't have to stick around? I know you have another commitment.

Ashleigh Blake:

Definitely. I'm just waiting for you guys to adjourn to stop recording.

Laura Jagodzinski:

Karen, do you want to adjourn the meeting?

Karen Cardillo:

We might have to come back out for a vote, so I don't want to adjourn the meeting yet. I'll adjourn the meeting after. Thank you, Ro.

Karen Cardillo:

I move to adjourn the meeting at 7:15PM.