

# THE SHERMAN LIBRARY

## BOARD OF TRUSTEES

### Minutes of the May 13, 2024 Regular Meeting Held at the Sherman Library

#### BOARD MEMBERS:

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

**Absent:** PD Villarreal, John Ehrenreich, Dee Ratterree

**Quorum Present:** Yes

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

**CALL TO ORDER:** Barbara Ireland called the meeting to order at 6:31 PM.

#### Minutes

- Reviewers of this meeting's minutes (Christy and Suzanne)
- Approval of the prior minutes from April 8, 2024 (Dee and Charlotte)

**APPROVAL OF PRIOR MINUTES:** Barbara Ireland moved to approve through unanimous consent the minutes of the April 8, 2024 regular meeting. There was no objection and the minutes were approved.

#### Reports

- Director – Ashleigh reported that the library passport program was completed by 152 libraries in the state of CT, and Sherman participated. 78 participants came through the library to have their passport stamped. Hvac control panel was updated and a new 5-year service agreement was signed. The parking lot was vacuumed for free by Jim Chause and Matt Gavel. Over 900 people came into the library last month to participate in programs.
- Secretary – There was no secretaries report.
- Treasurer
  - Operating Budget – There were no questions on the operating report.
- Committees
  - Investment – Jeff reported that the fund is up 3% since the beginning of the year.
  - Nominating – There was no nominating report.
  - Programming – There was no programming report.
  - Facilities – Ashleigh reported that George Apap's company had been selected to paint the library interior. Parking lot lines will be repainted June 19. Library carpets will be cleaned after the Women's Soiree. A new conference room table has been ordered and will arrive in June. Adam's plumbing gave an estimate to replace 3 toilets in the library for \$1,500 and will also provide an estimate for a water softener system.
  - Membership – Ashleigh and Barb reported that the Membership package will be ready in June so it can go out by July 5th. The Membership Campaign will be similar to last year where we declared July as the kick-off to the campaign, hung a banner on the front of the Library, gave out membership info when checking out books, and at Library programs.
  - Fundraising –

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- Soiree – Amanda reported that Soiree planning was on schedule and all Trustees were asked to continue to promote ticket sales. Trustee volunteer jobs were discussed as well as food donations and flower donations. A sign-up sheet was distributed for Trustees to work Bags & Baubles on Saturday and Sunday. She also presented an opportunity for Trustees to cover the cost for two new display stands totaling around \$100.
- Book Sale – Katy reported that everything is ready and almost all volunteer positions are filled. There are lots of beautiful books and shelves are full.
- Golf Tournament – Barb asked the Trustees to mark their calendars for August 26, 2024 for the annual Golf Tournament. The event will be held at Torrington Golf Course, and needs a minimum of 72 players.

### EXECUTIVE SESSION

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

Barbara Ireland motioned to move the meeting into Executive Session at 7:24 PM. Katy seconded the motion. All in favor. The motion passed.

**RETURN FROM EXECUTIVE SESSION:** Barbara Ireland noted the return from executive session at 7:45 PM.

### Unfinished Business

- Budget update – Ashleigh reported that the budget passed with the 8% increase which will cover the maintenance needs of the library for this year.

### New Business

- SB2 Incentive Grant – Ashleigh reported that the library received a state grant of \$1,400 for general library purposes. These grants have not been given out since 2017.
- Trustee Involvement – Barb asked if Trustees would make an effort to attend more library programming events.
- Announcement of the next meeting of Board of Trustees – The next Board of Trustees meeting is June 10, 2024.

**MEETING ADJOURNED:** Barbara Ireland moved to adjourn the meeting at 8:01 PM, Jeff seconded the motion. All were in favor. The motion carried.

### NEXT MEETING:

Regular Board Meeting: June 10, 2024, at 6:30PM