

THE SHERMAN LIBRARY

BOARD MEETING JANUARY 11, 2021

PRESENT: Ashleigh Blake (Executive Director), **Board of Trustees:** Elly Bockley, Henry Cooperman (Interim Treasurer), Ro D'Ostilio, John Ehrenreich, Irit Granger, Mariya Hurwitz (President), Barbara Ireland, Laura Jagodzinski, Lauren Kenney (Vice President),

ABSENT: Jennifer Laviano, Dee Ratterree

CALL TO ORDER: Mariya Hurwitz called the meeting to order at 5:35PM. The meeting was held via conference call due to the Library closing related to the COVID-19 CT Stay Home, Stay Safe, Executive Order.

REVIEW OF THIS MEETING MINUTES: Barbara Ireland and Elly Bockley

APPROVAL OF PRIOR MINUTES: Laura Jagodzinski motioned to approve minutes from the November 9th and December 14th meetings, Elly Bockley seconded the motion and all approved.

EXECUTIVE SESSION - TRUSTEE VACANCY: Mariya Hurwitz moved the meeting into Executive Session at 5:37 PM and ended the session at 5:43PM.

DIRECTOR'S REPORT: Ashleigh Blake reviewed the Director's report that was sent in advance of the meeting and highlighted library opening status in the area.

TREASURER'S REPORT: Henry Cooperman sent the November report in advance of the meeting. There were no questions. Henry highlighted that revenue and income up are due to grants; membership up 5% from prior year, and revenue up 21% total; expenses are down slightly. Henry recognized Ashleigh for a fiscal job well done.

SECRETARY'S REPORT: Laura Jagodzinski reported the Conflict of Interest and Whistleblower policies are being updated and expects to have a draft for Trustee feedback by the end of the month with the objective of approving the policies at the February meeting and then conducting the annual acknowledgement.

INVESTMENT COMMITTEE REPORT: Henry Cooperman, Committee Chair noted that the value of the Vanguard account was \$1.005M at the end of December up \$25K from November and was \$1.022M after the market closed today. The Committee met on Saturday.

NOMINATING COMMITTEE REPORT: Henry Cooperman reported the Committee has not met, and they continue to look for a Treasurer.

MEMBERSHIP/FUNDRAISING COMMITTEE REPORT: Irit Granger, Committee Chair, motioned to approve the Membership Committee Charter and the Fundraising Committee Charter that were sent in advance of the meeting, Barb Ireland seconded the motion, and all approved. Ashleigh Blake reported the second membership appeal was sent on December 2nd; and that membership has already surpassed last year with 5 months remaining till year end. She noted there are several new members and some new to the Sherman. Irit will schedule a Committee meeting to discuss/draft a "thank you and welcome to Sherman letter". Ashleigh reported a successful 500 ticket sold out "Golden Ticket" fundraiser. Irit will schedule a Fundraising Committee meeting to discuss strategy for addressing raising

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funds, given the pandemic and social distancing guidelines it is likely not feasible to hold the Soiree, Book Sale and Duckfest all planned for remainder of the fiscal year.

UNFINISHED BUSINESS

COMMITTEE NOTICE AND AGENDA PROCEDURES: Laura Jagodzinski motioned to approve the Committee Notices, Agendas, and Minutes Procedures that were sent in advance of the meeting, Henry Cooperman seconded the motion, and all approved.

WEBSITE UPDATE: Ashleigh Blake reported that website development continues and is planned to go live March 1. She recognized Marie Mulvaney Loria for her time and creativity in developing the site.

COVID-19 UPDATE: Ashleigh Blake reported that due to the increased cases in town that the library building closed just before Thanksgiving and that door side pickup and remote programs continue to be active.

STRATEGIC PLAN: Mariya Hurwitz reported that discussion on the strategic plan will start at the next Board meeting. Laura Jagodzinski will send the latest document to the Trustees.

PROPOSAL FOR ANNUAL FACILITIES EXPENSE BUDGET: Mariya Hurwitz drafted document which she expects will be ready for approval at the February Board meeting. The approach is to create an addendum to the annual budget that describes big ticket maintenance items, which when approved by the Board, authorizes the Executive Director to incur the described expense without further approvals.

NEW BUSINESS

FACILITIES PROJECTS: Ashleigh Blake reviewed the documents sent in advance of the meeting. Henry Cooperman motioned to approve the \$26K for the 2020/2021 listed Facilities projects [painting, carpentry, masonry], Mariya Hurwitz seconded the motion and all approved. Mariya Hurwitz motioned to approve the \$3620 expense for the compressor repair, Elly Bockley seconded the motion and all approved.

2021/2022 BUDGET: Ashleigh Blake reviewed the draft budget including the 2021/2022 Maintenance Detail which was sent in advance. After discussion it was decided to increase the technology budget \$2935. Mariya motioned to increase the technology line item by \$2935 and approve the 2021/2022 budget (which included the maintenance detail), John Ehrenreich seconded the motion and all approved.

MEETING ADJOURNED: Mariya Hurwitz adjourned the meeting at 7:06 PM and Elly Bockley seconded.

NEXT MEETING:

- **February 8, 2021 5:30 PM** Regular Board meeting

Respectfully submitted,

Laura Jagodzinski
Board of Trustees, Secretary