

Mariya Hurwitz:

Its 5:35 PM it's the Board meeting for the Sherman Library of Trustees, I call the meeting to order.

Laura Jagodzinski:

Okay the first thing we have is we need volunteers to review the meeting minutes and we need someone to agree to approve the minutes from the last meeting.

Elly Bockley:

I'll review them

Barb Ireland:

I'll review

Laura Jagodzinski:

I'm sorry who was that?

Barb:

Barbara

Elly:

Elly

Barbara:

okay

Laura;

Thanks Elly and lets do this. We need approval from the minutes from December 9th and November 14th, so I move to approve the minutes from both those meetings

Elly:

I second

Laura:

All in favor

Barbara

aye

Laura:

Opposed? Abstain? Okay, alright that brings us to Executive Session Mariya

Mariya:

Yup, lets go into executive session, please Ashleigh

Mariya Hurwitz:

We have returned from executive session. Nothing to vote on. Laura, should I go right into the report?

Laura Jagodzinski:

Yes.

Mariya Hurwitz:

Director's report, please.

Ashleigh Blake:

Yes, hi, everyone. You received the director's report from November and December. Just a quick overview; at the top, you can see the days we were open. There were various holidays, such as Thanksgiving and Christmas. You can see the programs we've been doing, both children and adults, which are popular, and people seem to be attending them regularly. In addition, let's see, in November, I filed the state library Annual Report. It's basically all of the stats that we have. They cull them from all the libraries in Connecticut so that there's a nice comparison statistically.

Ashleigh Blake:

This year's report did feature some questions and data collection related to COVID. That was different from previous years. I believe for next year, they are changing it a bit, too, to reflect more doorside pick-up, all kinds of different offerings that weren't happening before COVID, so that everyone's efforts are truly reflected in it.

Ashleigh Blake:

I speak to the Golden Ticket drawing, but I think that will come up during fundraising again, so I don't need to speak about that. There's some reviews of our heating system. It's been a bit up and down. We've had some issues, which later in the meeting, I'll be asking for some funding to do a repair. Let me see what else, anything exciting here?

Ashleigh Blake:

Our collection, we now have puzzles. We usually had a puzzle or two out in the library for people to use. They enjoyed it. We had accumulated quite a collection, so we decided to make them borrowable. We started that. I actually made a directory recently, so the people can access and look at it from home. They've been really popular. We've had a couple of people donate them, as well. That's going well. People are enjoying that.

Ashleigh Blake:

Karen Borneman has been weeding the DVD collection and portions of mystery. She, and her husband, Ben, have been kind enough to take some of the weeded books to Goodwill for donation because we are at capacity downstairs at this time. Having not had a book sale this past year, we are to the gills with books. So, it was very kind of her to do that.

Ashleigh Blake:

The annual appeal went out, the second one. And we had the carpets cleaned, which was great. It's been six years since installation, so they were overdue. Bill was able to remove most of the stains, and he suggested that we have them cleaned more frequently, going forward, yearly, every other year. It's something we have to decide, but especially with our fundraising activities, there's a lot of food and wine, and things that aren't usually at most libraries. That's about it for the director's report. If anybody has any questions about the report itself, let me know. Yes, Barb.

Barb Ireland:

I may be thinking of the wrong report. I don't have them in front of me because I'm on my iPad, and that's where they are. Which report did you put the septic pumping in?

Ashleigh Blake:

That is actually going to come up in our pricing, going forward, for the next budget cycle.

Barb Ireland:

Okay, then I'll wait for that.

Ashleigh Blake:

Okay, great.

Barb Ireland:

Thank you.

Ashleigh Blake:

Sure. Moving on to stats, you can see our circulation is down a bit, although if you compare it to the previous November and December, you can see that traditionally during this time of the year, less books go out. The summer is our gangbusters time when people are taking out a lot of reading material, but it has been impacted by the library building being closed to the public. Although, we are extremely busy with doorside pick-up. People are taking advantage of it. It's still lower, so that's reflected in there.

Ashleigh Blake:

You can see the days-open stats. That reflects the days that the library building is physically open to the public, not the staff. The staff is working there during regular hours all the time, so we're there working. We're accessible by phone, for doorside pick-up, all kinds of things. The library is still operating, but that stat is purely to show the days that the building is open to the public.

Ashleigh Blake:

Items that we own is going down a little bit. While we're adding to our collection, we're also weeding. That's part of a healthy library, so that's why those numbers change, as well.

Ashleigh Blake:

As you can see, our programs are staying up. We have decent attendance. The curbside visits are climbing versus, obviously, patrons coming in right now. Any questions about the stats? Nope. Thanks.

Mariya Hurwitz:

And that's it for you now, Ashleigh. So let's move on, Henry, to the treasurer report.

Ashleigh Blake:

Henry, you're on mute.

Henry Cooperman:

Sorry. I have three dogs around the house. I emailed everybody a copy of the financials a few days ago. Anybody have any questions on those? I'd like to share that the revenues and total income is up very nicely because of the additional grants that we got. Membership is up 5% over the previous year, so that was nice to see. Total revenue is up 21%. In most part, expenses are down slightly. It makes our total income at 47,000, current year.

Mariya Hurwitz:

And there've been no withdrawals.

Henry Cooperman:

And no withdrawals so far.

Mariya Hurwitz:

So far, right.

Henry Cooperman:

Any questions? I'd like to recognize our executive director for doing a great job of getting those grants.

Ashleigh Blake:

Oh, thank you.

Mariya Hurwitz:

Absolutely. And managing expenses.

Henry Cooperman:

And everything that goes with it.

Ashleigh Blake:

It has been a strange year, too, with COVID, obviously. We had to buy more supplies for that, but we were able to offset it, so we're good. Hopefully, that levels out, and we don't have to have that big bump of COVID supplies.

Mariya Hurwitz:

Ashleigh, I don't recall if we spoke about this off the top of my head at our last meeting. But just that there is new PPP funding, but the library's not applying for it.

Ashleigh Blake:

The second round of PPP funding: I'll send you the paperwork on it so you can take a look, too, but they've changed some of the requirements, and I think that we are not able to take part in the second round. I'll send it to you, too, just to have a second set of eyes to look at it and make sure that there's no possibility. I am receiving information from Webster Bank about it, but if we don't fall into that framework, then we can't.

Ashleigh Blake:

I didn't mention it in there, too, that the PPP loan that we took has been given to us. When it's first, initially, granted to you, it's considered a loan until you fulfill all of the obligations and prove that you used it for the proper expenses. I submitted that, and they finally came through and told us that it was absolved and that it was not a loan that we had to repay, which was great. We expected that, but it's nice to have it cleaned up.

Mariya Hurwitz:

Excellent. I had looked at the rules on the new funding, Ashleigh, as well, and we did not qualify. I was agreeing with you. Remind me, Laura, do we need to vote to approve the financials?

Laura Jagodzinski:

No.

Mariya Hurwitz:

No, okay, thanks. Secretary report. Thank you, Henry.

Laura Jagodzinski:

This is Laura J. Thanks, Mariya. In the beginning of each year, we go through a process of having the trustees and the employees sign the Conflict of Interest Policy as well as the Whistleblower Policy. Those policies were last updated in 2016, so taking a look at them, they need a bit of a refresh. I have them drafted. Mariya and I have looked through them. It's going through a review process, which I hope will be done in the next two weeks. Then I will be able to send the draft out to the trustees for their review, with the objective of presenting it for approval at the February meeting. Then the annual process of acknowledging those policies right after the February meeting. That's a heads-up. I'm trying to think; I think that's it.

Mariya Hurwitz:

All right. Great. Thanks, Laura. Next are our committee updates. Henry, investment committee. Any update?

Henry Cooperman:

Yeah, I've got. Last year, we ended the year over a million dollars, and we were all very excited if you remember. I'm pleased to say that at the end of December, we ended the year at \$100,005,595 which was up \$25,000 from the end of November, or almost 3%. As of the close of business today, we're at 100,022,000.

Henry Cooperman:

The committee met on Saturday and we reviewed the portfolio. We're all very confident with the new administration that the economy and the markets will continue to be strong and do very well. With the additional money that will probably go through with stimulus, that means that money is going into people's pockets. They'll be spending it. And as much, the vaccine is more readily available. The savings rate in this country is at an all-time high, so people will be starting to spend the money that's in their pocket. There's no doubt in our mind that the market will continue to do well.

Mariya Hurwitz:

Great.

Ashleigh Blake:

Great.

Mariya Hurwitz:

Good news. Thank you. Nominating committee, that's also you, Henry.

Henry Cooperman:

The committee hasn't met. As you know, we've been searching for a treasurer with no success right now. Going into the end of the year, we'll have a couple of openings for the board, and we'll be addressing that. We should be looking to feed the bench over the next several months.

Mariya Hurwitz:

All right, thank you. Membership and fundraising. That falls under you, Irit.

Irit Granger:

Yes, Irit Granger. Recently, we circulated a charter for both committees to all the board members, first to the fundraising committee and membership committees alone, and then to everyone else. I think I received everybody's comments, which were fairly minimal. You now have in front of you a draft of both, more or less a final draft that is in front of you, if you printed it out. It was sent to you, obviously, earlier.

Irit Granger:

Unless anyone has any comments on the current final draft or near-final draft, I'd like to make a motion to accept both charters: the Membership Committee Charter and the Fundraising Committee Charter.

Laura Jagodzinski:

That's under new business. Does anybody have a problem if we just vote on it now?

Mariya Hurwitz:

That's fine with me. Does anybody need a minute to review it, or has everybody gone through it already and is ready?

Irit Granger:

Well, it was circulated some time ago, not just this evening.

Laura Jagodzinski:

Is there a second to approve this?

Mariya Hurwitz:

I second.

Laura Jagodzinski:

Mariya. All in favor?

Speaker 9:

Aye.

Barb Ireland:

Aye.

Laura Jagodzinski:

Any opposed? Abstain? So-passed. Thanks.

Mariya Hurwitz:

Nicely done, Irit. Thank you.

Irit Granger:

I didn't know we had to make motions in new business. I thought that was my time to shine.

Laura Jagodzinski:

It's still your time to shine. Anything else on either the fundraising or membership committee?

Ashleigh Blake:

I can give you a couple of updates. The second appeal, like I said, went out on December 8th. It's been a good response. We have now surpassed our membership income from the end of the last fiscal year, and we have another five months to go. I mean, traditionally, those last five months aren't as robust as the first six-and-a-half because those are where the appeals are. But it's good news. It's great. And we're getting memberships from new Sherman residents, too, which is great. They're coming in, and they're excited. They're participating in children's programs, so I think there's a good feeling about it, and it being reflected in our membership, which is good. So, keep up the work, and get more members.

Mariya Hurwitz:

Barb?

Barb Ireland:

Yes, Ashleigh, do we know how many new members we have, that have just moved into town?

Ashleigh Blake:

No, I can go through and mark that. I believe that's something as we have been speaking about moving from Gift Works to another donation program in the near future; that's something that a newer donation program would be much easier... It's easier to glean that information just at couple of clicks versus Gift Works is a little antiquated and tough. That's one of those things that we'll be looking for in a new donor system, too, is to be able to pull up that information readily versus having to comb through it and note that, and keep our own spreadsheet on it.

Barb Ireland:

I was just wondering if the board should send them a Welcome to Town letter if they've joined the library already?

Irit Granger:

What a nice idea.

Mariya Hurwitz:

I think that came up, I remember, a few years ago, or maybe it was during our strategic planning, we talked about a welcoming committee. A little with a "Do you happen to have a financial background?" question.

Barb Ireland:

I think, with the pandemic on, it's much harder for people to get to know one another. I think if we do a little bit of outreach, that maybe, and we have wonderful programs, where we could even say, "If you haven't signed up for our newsletter, be sure you do because we have these wonderful programs." Something like that. I don't know if you want to do it by the way of an email or if you want to do it as a letter from Mariya and the board?

Mariya Hurwitz:

I don't when know the membership committee is meeting next, but that should definitely-

Irit Granger:

Should be on that agenda, shouldn't it?

Mariya Hurwitz:

... Yeah. For sure.

Irit Granger:

We don't have a meeting.

Barb Ireland:

Yeah, I think so.

Irit Granger:

Okay, I'll have to schedule a meeting.

Mariya Hurwitz:

I like that idea.

Irit Granger:

I can tell you from my own personal experience that not just most, but all of the people that have recently moved to Sherman are weekenders, just as a point of reference.

Mariya Hurwitz:

Really? They were weekenders, and they're now permanent?

Irit Granger:

Nope. Everyone's that bought a house that I know of recently in Sherman have been weekenders. Now, in a couple of cases, they've decided to quarantine here but are not officially a full-time resident. But who knows? Maybe they will be. But yeah, it's mostly weekend home buyers that are coming into the area.

Ashleigh Blake:

They're taking part in a lot of programs.

Mariya Hurwitz:

Well, if we [crosstalk 00:18:02].

Ashleigh Blake:

Which, if they remain remote too, they can access them anywhere. So, they have been partaking in the offerings, too, which is great.

Barb Ireland:

Well, the Sherman schools did have an increase of 95 students this summer, so I think-

Mariya Hurwitz:

Wow.

Irit Granger:

How many? How many, Barb?

Barb Ireland:

... 95. 95.

Irit Granger:

That's a lot.

Mariya Hurwitz:

Wow.

Irit Granger:

Wow.

Elly Bockley:

That's a third of the school.

Barb Ireland:

I know.

Henry Cooperman:

Well, some of that are the teachers. The Sherman teachers now are allowed to have their children-

Irit Granger:

Oh, yes.

Henry Cooperman:

... attend the school so they'd be in the same cohort in their homes.

Elly Bockley:

Oh, that's good.

Henry Cooperman:

So, that represents one part of it, but there are a lot more people that have moved up here. They may be weekenders, but they are staying up here for right now. Who knows what will happen when the virus recedes?

Mariya Hurwitz:

Interestingly, on Wimisink, the road I live on, two families moved in the past year. Both families have three kids each, so that's six, and they didn't yet enroll them in the school. They said, "Since we just moved into town, we'll just do remote learning." Well, not even remote, homeschooling. So there will be another six in the fall, or whenever they go.

Irit Granger:

That's really good news because the Sherman school has been in a downward spiral. I remember when my daughter was-

Barb Ireland:

They needed it.

Irit Granger:

Yeah.

Barb Ireland:

Yeah, they needed the enrollment.

John Ehrenreich

My road, the same story.

Barb Ireland:

I think it'd be a nice gesture, regardless of whether they're weekend or full-time to send them a note that says, "We're so glad."

Irit Granger:

Oh, no, I think it's a good idea.

Mariya Hurwitz:

John, what were you saying?

John Ehrenreich

I was just going to say I had the same story as you had. I have three houses on our road who've been moved into in the last year, and they all have kids. They all started out as weekenders, and have turned into permanents.

Mariya Hurwitz:

Full-timers.

Irit Granger:

Well, who knows what their final decision will be with remote everything. The clients I had even enrolled their two little girls in the school, who have been going to school in the City up until now. They are delighted with the Sherman school, delighted.

Mariya Hurwitz:

Excellent.

Barb Ireland:

The people we sold our house to, they were starting their kids in January here. Again, it may just be for the duration of the pandemic. I don't know.

Irit Granger:

Nobody, they are playing it-

Barb Ireland:

Nobody knows at this point.

Irit Granger:

Yeah, they're playing it day-by-day.

Mariya Hurwitz:

Okay, I think that takes us from the section on the various committee reports. Let's move onto unfinished business.

Ashleigh Blake:

Mariya, sorry, not to interrupt, but we didn't talk about fundraising, and I wanted to give you an update on the Golden Ticket.

Mariya Hurwitz:

Oh, please, yes.

Ashleigh Blake:

It was a success. The drawing was on the 19th of December on Zoom. We had many people watching. All of the winners were notified and have picked up, or are scheduled to pick-up their prizes. Thank-you letters were sent out to sponsors. We sold 500 tickets and made \$10,155 after expenses, which was minimal.

Mariya Hurwitz:

Great.

Ashleigh Blake:

My suggestion to the board is that it considers adding the Golden Ticket to the yearly roster of fundraising events. Maybe not a holiday, because it might be dueling with the Holiday Party, but at some other point in the year when there's maybe not an active fundraiser, it would be a nice filler because people seemed to really enjoy it. They liked it. People thought it was great, and the affordability, too, they responded well to that, as well.

Mariya Hurwitz:

That was an excellent event. You did a great job, Ashleigh, and everybody, the whole committee. Good job. Pure profit. We like that.

Barb Ireland:

Yeah.

Mariya Hurwitz:

Thanks, Ashleigh. Unfinished business, Laura, Committee Notice and Agenda Procedures?

Laura Jagodzinski:

Sure. Before we jump to that, I didn't unmute my screen fast enough. I have a fundraising question. It's January and June is far away. However, in January, we start planning for the soiree. Thinking about the fact that it takes several months to pull these fundraisers off, I would like to see if, Irit, maybe we could schedule a fundraising meeting at some point, not in the too far distant-future to talk about what we'll do.

Laura Jagodzinski:

When I look at the schedule, what the soiree would be on Memorial Day weekend is the end of June. I'm sorry, the end of May. Right now, I'm not seeing that as a likely event. But it's probably worthwhile for us to sit down and think about what kinds of things we might want to do instead. I think, to Ashleigh's point, the raffle was a real success but I don't know that we want to replace the soiree with a raffle. I think the raffle as a stand-alone event is good, and that we don't want to necessarily leverage that for something else.

Mariya Hurwitz:

I agree. I think it might even be completely different people. Well, first of all, men don't come to the soiree, so that's part of it. Then, it's so affordable. You just buy one ticket, make your contribution, and feel good.

Laura Jagodzinski:

It's just that I-

Barb Ireland:

We might want to do that in warm weather when it's nice because I think tickets are easier to sell. Certainly, we can sell more in front of Mike's then. And you have a lot more people in town than you do in the middle of the winter.

Mariya Hurwitz:

In the middle of a pandemic, in the middle of the winter.

Barb Ireland:

Yes.

Irit Granger:

Laura, did you want to join the fundraising committee?

Laura Jagodzinski:

Well, if you just let me know where it is, I'll attend the meeting. I don't need to be a standing committee member. I would like to provide some input to the committee.

Irit Granger:

Sounds good. Whenever you can.

Ashleigh Blake:

I would like to piggyback on that, too, at the same time that we discuss Book Sale and DuckFest, too. It's that trifecta at that time when we're in that fundraising zone. We have to address if we're going to do it or what? Or what replaces it for this year?

Irit Granger:

Thank you.

Laura Jagodzinski:

Thanks. All right. It's Laura. Mariya, I'll go to the first item under Unfinished Business, which is about the procedures. The procedures for notice, agenda, and minutes for committee meetings was created, basically, as a reference document for committee chairpersons to help them meet their responsibility for sending out notices and minutes, in order to comply with regulations, the same as the regular board meetings do. That helps us maintain transparency with members and the public.

Laura Jagodzinski:

A couple of drafts were sent out. The final draft was sent out before this meeting. I want to see before we take this to a vote, are there any remaining questions or comments about the document? Nope? All right, then I'd like to motion approving the procedures for notice, agenda, and minutes for the committee meetings.

John Ehrenreich

I do.

Laura Jagodzinski:

Do I have a second? Henry? Got it. All in favor? Any opposed? Any abstain? So-approved. Thank you, all.

Henry Cooperman:

Laura, I would like to thank you for all your work that you did in putting this together. I can tell you that it's a great reference when you have to put a meeting together, and then you're scrambling to figure out what you got to do. So, thank you.

Laura Jagodzinski:

You're welcome. Any questions, let me know. And if, as you go to create agendas or minutes, and you have any questions, and it's not in the document, or you think it would be helpful to put it in the document, let me know. The more it's written down, the easier it is for everybody.

Mariya Hurwitz:

Yeah, thanks. I think after a few months of setting our agendas and knowing which ones need to be posted, et cetera, it'll get a little bit more streamlined, and everybody will be familiar. But, thank you, Laura.

Mariya Hurwitz:

So we voted? We're good. We already voted on fundraising and membership committee charters. Let's move onto website update. Ashleigh.

Ashleigh Blake:

So, Marie Loria and I are working on the website. It's about 75% complete. I anticipate a launch by March 1st. Laura and I have been reformatting the policies, mostly Laura, that would be posted on the website so that they're more uniform in appearance. Over time, they have been developed at different phases and have different looks. Now, since Laura has worked very hard on them, they all look uniform and nice. No content was changed, just uniformity. That's it for now on the website. Does anyone have any questions about the current status?

Mariya Hurwitz:

No, March 1st sounds great. It'll be very exciting.

Ashleigh Blake:

It's coming along. It looks really nice. It's very user friendly. It's a big change. Both Cheryl, the children's coordinator, and I are looking forward to an interface that works well. She cannot get into Dreamweaver, currently, so I'm in charge of downloading all kinds of information of hers, as well. It's very crotchety. It's an older system. We're looking forward to an intuitive system where we can just put stuff up.

Mariya Hurwitz:

Now, are you anticipating needing to have an announcement that there's a new website or putting some banner on it, saying, "You found us."

Ashleigh Blake:

Yes. No, we are definitely going to have a rollout with e-newsletters, and in the paper as, "New year, new us." This is our gift to the community. This is where you can find everything, register for things, that it's going to be the source for information and it's going to be very user friendly and contemporary. We will definitely have a rollout because a lot has gone on. Hopefully, it will draw people even more there to check it out and check out what we're offering at the library.

Laura Jagodzinski:

Ashleigh, do you need help from any trustees in reviewing the site?

Ashleigh Blake:

I know we had the group of three before, so once I get it pretty much finished with Marie, I'll schedule a meeting with the three to review it. We can do a Zoom walkthrough and touch on things and see if we pick-up on anything. Things can be tweaked even when it's up and live afterwards. It's not like that's it; it's done. Marie, fortunately, she's so fabulous. She lives in town. She's volunteering her time, which is incredible, and she's around and willing to adjust things, too. So, it's not like this was part of a package we paid a price for, and there's no going back. She's very accessible and gives so much to the library, and has for many years. We're really appreciative. It can evolve as well.

Mariya Hurwitz:

I think, at a bare minimum, we need to write her a letter of thanks for all of this work that she did and gave voluntarily.

Ashleigh Blake:

That I think, too, will be part of the press release, also thanking her, as well. But I would like to, as we get closer to it, discuss with the board a gesture or something nice we can do for her.

Elly Bockley:

Yeah, definitely. That's a lot of work, and that would have cost us a lot of money. I think, do a gift certificate or flowers, just something that shows her that we are really appreciative of what she's done.

Mariya Hurwitz:

Absolutely, agree. All right, thank you, Ashleigh. Do you want to move on to your COVID update?

Ashleigh Blake:

Sure. The Sherman Library building is closed to the public right now. As I said before, the staff is inside working regular hours and are available for phone calls and doorside pick-up, and our programs. We closed to the public just before Thanksgiving, and we're currently in that same state. The staff members are in the building during regular hours, Tuesday through Friday, 11:00 to 6:00, and Saturdays, 10:00 to 4:00. And I work remotely on Mondays, as well.

Ashleigh Blake:

Doorside pick-up is really active right now, and the remote programs are well-attended and going well. I think even when we shift back into opening the library up again, there may be groups of people who still take advantage of the doorside pick-up out of comfort level.

Ashleigh Blake:

I would like to say that currently, the following libraries are closed to the public, their buildings: Danbury, Brookfield, New Milford, Kent, Redding, Bethel, and Cornwall are all. When you look at the map from the state of libraries that are closed, they're all generated around major city hubs. You can see Hartford, New Haven, Danbury, everybody in that circle outside of that seem to be closed to the public, building-wise right now. But almost all of them are offering the similar services of doorside pick-up and different things like that.

Ashleigh Blake:

Obviously, it's a fluid situation, and I continue to watch the town and state case numbers. I would also like to note that the Town Hall and Senior Center remain closed to the public. They were some of the first to close, and they have not opened to the public although, they, too, have staff working and work with people to drop off things, and that. They're functioning, but they have not let the public into their buildings since the beginning of COVID.

Mariya Hurwitz:

So, just following what the local municipalities are doing, what the governor says, and evaluating it week by week?

Ashleigh Blake:

Exactly. I like to monitor the other libraries, too, because if we were to open, what happens is it's a vacuum, and it sucks people and patrons from surrounding towns, so we always have to look into that. As it is, with New Milford closed because of construction, and things, we've already gotten a nice uptick in people from New Milford. But it's not just Sherman patrons that use the Sherman Library. We do have to be cognizant of that, that when we do open, and if others in our area are not open, it's going to suck everybody into us. Which, nice for circulation, but for the staff, it's exposure to a wider group of people.

Mariya Hurwitz:

I want to acknowledge that I am so impressed with the work the staff is doing. Every time I email for a book for myself, my husband, my son within a half-hour, or less, I get a response saying, "When do you want to pick up the books?" So, they're doing a great job.

Ashleigh Blake:

Thank you. Yeah, they've been very flexible. We've switched to so many different formats now. It's like our heads are spinning: to completely open, closed, open but with people coming in, between these hours, and meeting them at the door and taking their name, hand-sanitizing, to remote with doorside pick-up. I don't want to say I can't conceive of another option-of-service because it might happen, but it seems like we've been through every facet of it right now.

Mariya Hurwitz:

Yeah, unbelievable. All right. Thanks, Ashleigh. Oh, Barb.

Barb Ireland:

I have a comment. I was just thinking that-

Laura Jagodzinski:

Hold on one minute. Ashleigh?

Ashleigh Blake:

Yes?

Laura Jagodzinski:

Is there somebody new?

Laura Jagodzinski:

No, it's Ro. Fine. It's fine. Go ahead.

Barb Ireland:

I think we need to be very cognizant of the fact that the new mutation virus is in Connecticut. I don't know how widespread it is, but I think that that's an area where we still need to be really cautious because it's going to be able to be transmitted much easier. The governor, apparently, today did announce that starting on the 14th, after the 14th, they will be opening up the 1B people, which are those of us that are over 75 or over 65.

Elly Bockley:

I think it's 75.

Barb Ireland:

It's 75. But there are still a lot of people under that age group. With it spreading even faster, I think that should enter into whatever decision we make if we continue to see that uptick in cases because of the fact that it is spreading faster because of the mutation.

Mariya Hurwitz:

I agree, Barb. There's a lot we don't know, and I think caution makes sense. Okay, any other comments on COVID before we move on?

Elly Bockley:

It sucks.

Henry Cooperman:

Let's get rid of it.

Barb Ireland:

We all agree on that.

Mariya Hurwitz:

The next bullet is Strategic Plan. I don't really have anything planned to discuss today on strategic plan. It's, obviously, that item that we know we put a lot of effort into a year-and-a-half, or whenever it was, a while ago with Sherry with a lot of good ideas and excitement and energy. We're going to have to re-invigorate and get started on that again.

Mariya Hurwitz:

My plan is to start talking about it at our next board meeting. I don't have anything planned to discuss about it today, other than, perhaps, refresh yourself on those documents. Laura was nice enough to send the final copy over to me. I'm sure she or I can recirculate it to the group. I don't know if there's anybody here; maybe John. There might be a couple of people who need it.

Barb Ireland:

John might not have it.

John Ehrenreich

Yeah, I don't have it.

Mariya Hurwitz:

Okay.

Laura Jagodzinski:

Does anybody else need it? Or would you like me to send it to everybody?

Mariya Hurwitz:

I think, send it to everybody, so we all know we've got the...

Laura Jagodzinski:

I'll send it to everyone.

Mariya Hurwitz:

Thanks, Laura. So, again, I don't have anything to ask today on it. But definitely, we've got to start digging into that this year. Unless anybody has any questions, we'll move onto the next bullet.

Mariya Hurwitz:

The next bullet is The Proposal for the Annual Facilities Expense Budget. What that is, is a policy and procedure document that I'm working on. I actually just finished my first draft of it today, so I'm not ready to present it. But, essentially, this gets back to something we discussed at either our last or the meeting just prior to that, where when we approve our annual budget, so the budget that's coming up for '21-22, when we approve it, there's a line item called Maintenance. Let me... Yeah, it's called Maintenance. It's our facilities maintenance expenditure.

Mariya Hurwitz:

What we've asked Ashleigh to do when she comes up with the budget number, along with my help and the treasurer's help. When we come up with that proposed budget number, to provide an addendum behind it that shows the big-ticket items. A lot of things go in maintenance that are recurring in nature, probably our carpet cleaning, and our building cleaning, that type of thing. Those are more recurring in nature, but they are big-ticket items that come out of the work the advisory committee and Ashleigh do, the facilities advisory committee and Ashleigh do. They do their walk-throughs. They come up with plans or recommendations.

Mariya Hurwitz:

We'll be seeing this in a little bit later tonight, but annually there will be an addendum that lists out those proposed high-ticket items. The idea is that we discuss them. We look at them. We ask questions about them. We ultimately vote on the budget, and then we also vote on this addendum. It says, "Okay, we're good with this. And, Ashleigh, when these expenditures arise, when you're ready to have this work done, you don't have to come back and ask us to vote on it again. We already know about it. We've already approved it. You're good to go."

Mariya Hurwitz:

My personal feeling is we should build in a 10% overage contingency. That will be in a language that we will all get a chance to review and vote on later. It's hard to always predict, especially a year or more in advance, what the cost of something will be. But that's what that is getting at.

Mariya Hurwitz:

Tonight, Ashleigh is going to present her budget. She's also going to present the addendum. I think, we can vote on both. Laura, please jump in if you agree or disagree. I think we can vote on both the budget and the addendum. This is not until July 2021 that these expenditures are even going to begin to possibly be incurred. In February, I'd like to vote on the policy to say that, yes, once we've approved those items, Ashleigh is good to go. Is everybody clear on that? Okay.

Barb Ireland:

Sounds good.

Laura Jagodzinski:

This is Laura, Mariya.

Mariya Hurwitz:

Yes.

Laura Jagodzinski:

I took a quick look at the draft. I'm sorry I wasn't able to get back to you before.

Mariya Hurwitz:

Oh, gosh, no worries.

Laura Jagodzinski:

It looks on target.

Mariya Hurwitz:

Okay, good. I'll circulate that in the next couple of weeks, or sooner, for everybody to look at, and then we can vote in February on it. I think it will just make Ashleigh's job easier. She doesn't have to come to us for all this stuff. She gets to do her job.

Mariya Hurwitz:

That's it for that. Unless there any questions? New business. Ashleigh, let's go into the... Laura, is it okay if we go to capital funding first?

Laura Jagodzinski:

Sure.

Mariya Hurwitz:

So, let's go to capital funding requests, Ashleigh.

Ashleigh Blake:

For the 2020-21 capital funding requests?

Mariya Hurwitz:

Yeah, the current what you need.

Ashleigh Blake:

I sent these out to you. I'm sorry they were a little fragmented at first. I sent you the one on need repair, and then these two came today. I was waiting for some last bids to come in. This one features a request from me for the following capital items for this fiscal year we're in. They total \$26,000. They consist of painting the exterior of the building, the barn, and the older portion of the building are shedding paint rapidly and needs to be addressed. I've gotten three quotes. The amount that I have there is the higher end of the quote, but it's in there.

Ashleigh Blake:

The next below that is for carpentry because there is some rot of corner boards and some outdoor clapboard that is on the lower level, so we would have to have that prepared before painting. Now that

the furniture is out of the building, or not out of the building, out of the main portion of the building and in the barn, it's given me the opportunity to see the walls. It's six years now, so they're getting dirty from handling, and there's, actually, some holes in some of it. The first number there is for interior painting of the teen room and the stacks room, which is that main shelving area. That's the quote for that in addition with materials.

Ashleigh Blake:

The next quote is for the trim and walls of the main foyer. That, too, has been an abused area because everybody comes in there and kicks the stairs. It's been cleaned up before with the Magic Eraser and everything, but it's getting to be time. So, that's the quote for painting that. Then, the railings that go up the side ramp are starting to shed paint, and they need to be addressed, too.

Ashleigh Blake:

Additionally, you'll see a quote from the masons for the front steps, the main stoop, and then the lead up to it. The stoop, the concrete between the rocks is popping out, and they're starting to decay. That needs to be pointed back up, so it doesn't deteriorate further. Water gets in, freezes, and then we start to have an issue where we have to replace the whole stoop.

Ashleigh Blake:

In addition, the front walkway has some fractured pavers in that, some bluestone. We do have some bluestone that is leftover from a previous project, which is around the side of the building. The masons said they could use that.

Ashleigh Blake:

Then, the final quote is for the lower patio that I had discussed at a previous meeting, off of the lower exit, which is the one we use, generally, for book sales. The patio is heaved and it's dangerous in the corner. Some of the treads are popping off. The mason determined it's a drainage issue, that the drain has been stopped up, and it's been going on for many years. Then, it eroded below that and took away the underpinnings of the dirt for the stone. That quote is to pull up the patio, bring in gravel, stone dust, reset it so it's higher in pitch, clean out the drain, and then repair the loose tread stones. All of those total \$26,000, which I am requesting to spend this fiscal year.

Mariya Hurwitz:

I want to add in that we discussed this with the investment committee, as well, and looked at the cash, the liquid cash available. Additionally, we haven't pulled any money out of the investment account at all this year, and we would, normally, pull out around 30, 35. From just a cashflow perspective, I'm very comfortable and comfortable with the items themselves.

Ashleigh Blake:

I'd like to add, too, they're wear-and-tear. The building, I know it's recently renovated, but things do not last forever, and so they need to be addressed before they become bigger problems and, especially, the painting. When you enter the building, you see that, and it looks shabby. And it's not good for the wood.

Ashleigh Blake:

Mariya, do you want me to go onto the repair?

Mariya Hurwitz:

No, I think we vote on this item.

Laura Jagodzinski:

Let me see if I understand this correctly. What we're looking at is approving expenditures of \$26,000, as indicated in the spreadsheet. That would be funded through a withdrawal from the investment account. Correct? And that this work would be started, it would be incurred in the remainder of this fiscal year.

Ashleigh Blake:

I will do my best on that. I think most of it can. The painters are the questionable ones just because everybody is doing construction work right now. I can start acting on that and setting that in motion, but that is my plan. I would like to be able to start the painting in the spring. Get that done and out of the way before people are really moving around the building a lot because I know it will take a little bit for them to work on it and be around where people come in.

Mariya Hurwitz:

Barbara.

Barb Ireland:

As a new board member, the investment account, is that considered capital repairs?

Mariya Hurwitz:

We use the investment account for a couple of reasons. We use, typically, the dividends that we earn on our investments. We, typically, use those for operating expenses, or at least the equivalent for [crosstalk 00:47:59] account.

Barb Ireland:

Yes, that would make sense.

Mariya Hurwitz:

Then, that investment account is available for us for these exact purposes when we have major issues that come up with the building, typically, capital in nature.

Barb Ireland:

Well, that was my point.

Ashleigh Blake:

I would like to add that it's going to-

Barb Ireland:

Go ahead.

Ashleigh Blake:

It's factored in our budget, Barbara. It's factored in our budget every year that we pull that amount, too. So, it is expected by the town when we go before them that we've used that money, too, and that we have contributed, as well, for that.

Barb Ireland:

I just-

Laura Jagodzinski:

Are you concerned about capitalization versus expense?

Barb Ireland:

Yes. That's my question.

Mariya Hurwitz:

I think everything on here, except for the painting, will be capitalized. I'm not 100% sure about the painting. We may be able to capitalize that. I'm not clear on that.

Barb Ireland:

And how much is the painting total?

Ashleigh Blake:

It's on here at 17,900.

Barb Ireland:

It's how much?

Ashleigh Blake:

17,900.

Henry Cooperman:

Ashleigh and Mariya, do we still have money in the capital campaign fund?

Mariya Hurwitz:

We do. I knew the number yesterday. I can't remember it today.

Ashleigh Blake:

I think it's around 35,000, but I think the thought on that was, it was something that we added to when we had something, like the roof needed to be replaced, some major capital event.

Barb Ireland:

Like the compressor?

Mariya Hurwitz:

One second-

Ashleigh Blake:

Well, I don't think that's that major event she's [crosstalk 00:49:36].

Mariya Hurwitz:

... I've got [crosstalk 00:49:37] sheets opened.

Henry Cooperman:

Just so everybody knows, last year, the library replaced all the servers, and we distributed \$14,000, about \$12,000 to help pay for that out of the investment account. The committee on Saturday, we spent a lot of time talking about the needs of the library. The whole idea of us getting this account back up over a million dollars is for these exact reasons. When you have wear-and-tear on a building that needs to be done, and we have a situation where fundraising is inhibited because of COVID, this allows us the opportunity to take the monies that are earmarked for the library budget, which is about \$36,000 coming from the investment account, to help pay for these expenses.

Barb Ireland:

Okay. So those are the operational monies available. Right?

Mariya Hurwitz:

We also put, Barbara, we put \$5,000 annually into a line item in the budget. We haven't used it yet this fiscal year. It's called "building reserve."

Barb Ireland:

Yep, I saw that.

Mariya Hurwitz:

So we have \$5,000, and we have not yet used that. Really, we may be talking about 21,000. I'd like to hammer that out. We could talk about it now, or we can talk about it later. I don't know if there's other things that might be coming up this year, Ashleigh, that we would use that building reserve for?

Ashleigh Blake:

Not that I anticipate, but I also did not anticipate the compressor. That's my understanding for that maintenance line is those kinds of things where those happen, and you have no choice. It's not something you can say, "Let's put that off for two years." Or, "Let's budget that." It's something that just implodes, or it's a problem right then that needs to be addressed, especially in a public building where we can't float on it for a little while. My understanding, the portion from Vanguard is not that it has to be capital. I mean, it's good that it is, but I don't think it should be pigeon-holed to just be for capital.

Mariya Hurwitz:

No, that hasn't anything to do with-

Henry Cooperman:

Or operational.

Mariya Hurwitz:

... Vanguard. It's what our policy is. Vanguard doesn't have any say over that.

Henry Cooperman:

Yeah, it's earmarked for operational. I will tell you that when we go before the town for our town grant every year, our esteemed treasurer, Eric, always asks me about the dividends and what they're used for. This is a perfect example of what we need this money for.

Mariya Hurwitz:

To that point, Henry, my forecast, in working and preparing the budget that we're proposing for next year, I don't think other than this, we need to pull any money out. I think we've completely covered our operating expenses with the fundraising of the Golden Tickets raffle, the PPP, the gift [inaudible 00:53:01]. So, this is all I anticipate going out for this fiscal year.

Henry Cooperman:

Yeah, I agree with you on that. We also have the savings from the heating and electric that we have since the library is, really, not operating functionally all year. The other thing I was going to bring up to Ashleigh and Mariya when we're talking about saving some money is, I'm not sure if we can go back to the insurance broker and say, "Hey, since we're not really open as much as we have been, are any of the insurance companies willing to give us a reduction on the premiums?"

Henry Cooperman:

That might be a way for us to, also, save a little bit of money. I think we all have seen that personally with our own car insurance. But since we're an operating business... But I saw on our budget, we already saved about \$1,500 on our heating and electric.

Ashleigh Blake:

I can certainly ask the insurance. I mean, the problem is that we're open-closed, open-closed. It's not like we know that we're under construction for a year and we won't be open to the public, and we can factor that in. We seem to be back and forth. But, I can, certainly, ask about it to see if there's any savings.

Barb Ireland:

The reason behind my question is, as a new board member, and for future protection for what we do in terms of what people think, I think it helps. I'm in favor of doing all of these things. I think we need to do them. I think we need to know which ones are going to come out of maintenance money, that's the interest off of the account, and which ones are going to come out of capital in the end. That's why I asked the question about pumping services for the septic is, I was looking for small ways to save a little bit of money. Because we haven't been open, maybe we don't need to pump the septic every year. It saves a lot of money.

Ashleigh Blake:

I can speak to that when we speak about that part. It has not been pumped in six years.

Barb Ireland:

Yeah. But do you see what I mean? Oh, in six years? Really?

Ashleigh Blake:

It has not been pumped since opening, so this would be a first assessment in the pumping, and it would be something that I suggest to do every other year, and, maybe, alternate with carpet cleaning. So, it's one-year this, one-year that, one-year this, one-year that. I mean, we can't save to the point where we damage property. It's one of those things that I completely understand. I would like it to be as frugal as possible. But as far as the pumping on the other budget for 2021-22 year, then I think that that should not be cut from that year.

Barb Ireland:

No, I agree. In fact, I did not know it had been six years, and it had not been pumped because I think you can do that, probably, every other year, and then put the other items in between. My only thought about when you go before the town with a budget request, or when people question what you do at an annual meeting, I'm thinking that we really need to know from the standpoint of our budget which is covered by the interest from the investment account, and which is considered capital in case anybody asks. They may not, but in case they do. Okay?

Mariya Hurwitz:

Henry usually speaks to that at the meetings, and I back it up with other information, too, as to how it was spent, that portion.

Barb Ireland:

Well, when I looked at this list of maintenance stuff, I would have said to myself, "None of this qualifies for capital." It really qualifies under maintenance.

Mariya Hurwitz:

Barb, which list?

Barb Ireland:

I'm looking at Capital Maintenance in 2020-21: Capital Fund Requests.

Mariya Hurwitz:

Yeah, I think-

Laura Jagodzinski:

From a capitalized expense, as opposed to... It's how you handle it from the P&L.

Mariya Hurwitz:

Yeah. I think-

Laura Jagodzinski:

I don't think that's what was intended here by calling it capitalized.

Barb Ireland:

Okay. All right.

Laura Jagodzinski:

But I'll let Mariya [crosstalk 00:57:41].

Barb Ireland:

That's what I thought it was, was capital.

Mariya Hurwitz:

No, fair point. I think we call it capital funding request because we're pulling it out of what we call... We call the Vanguard our "Capital Account." But, I think the masonry will be capitalized. The carpentry will be capitalized. It's possible. I need to run it by the CPA, that the exterior painting can be capitalized. I just don't know what general accepted accounting policy is on that. But a chunk of this will be capitalized. We will definitely have those buckets available. If we take 26,000 out, this bucket went to operating expenses, and this bucket went to capital.

Barb Ireland:

Okay. All right. That was my question. Thank you.

Mariya Hurwitz:

Shall we make a motion, Laura, to approve the budget? Oh, Henry?

Henry Cooperman:

Yeah, I'd like to make the motion to approve the budget for the capital funding request for 2021 of \$26,000.

Mariya Hurwitz:

Second.

Irit Granger:

Second.

Laura Jagodzinski:

Any abstain? Any against? So-approved.

Mariya Hurwitz:

So, Ashleigh, you'll take care of, I guess, moving the money when you need it.

Ashleigh Blake:

Uh-huh, I can speak to Henry about that. Obviously, I'd notify him before it was shifted, too.

Mariya Hurwitz:

Okay. Let's go to the compressor.

Ashleigh Blake:

Great. So, you all have a spreadsheet that has January 2021 Compressor on it. The cost of \$3,620 is for... Well, let me give you a little background. You saw in my report the ongoing back and forth with the heating system. At the end, they had realized that the compressor had broken on... We have two big units, but they consist of four units so, they're zoned separately. In that first zone, one of the compressors went. They were able, fortunately, to ramp up that other compressor on that zone-1 to compensate, but that's not a long-term way to exist. It's running at 35% less efficiency, and it's a lot of pressure to put on that one compressor.

Ashleigh Blake:

So, this is the cost from B&D to replace that compressor. Unfortunately, when they do this, they have to drain the refrigerant, weigh it, put it back in. B&D, we have used on the system; they're great. They're very fair. I know that, previously, the previous executive director had had some difficulties finding a company that would work with the system that the library has, so I feel it's a fair quote for what's being done. Unfortunately, it's one of those things you can't anticipate. Any questions about the number?

Barb Ireland:

How old is the compressor?

Ashleigh Blake:

It's six years old. Actually, it's probably closer to seven because they started putting things into the building before it open. B&D did look into the part. It's an LG part, and the part is not under warranty, and the service definitely isn't. Usually, the first year or so, you might get service and part, and then it moves on to just part, but they looked into it, and the part was not under warranty. So, they have sourced the part, and they can get ahold of it for us to make the repair.

Ashleigh Blake:

I would also like to note that right now, especially, during COVID, our heating and cooling system is of the utmost importance, just to maintain good airflow and functionality.

Ashleigh Blake:

Yeah, Barb, were you raising your hand again?

Barb Ireland:

No.

Ashleigh Blake:

Oh, I'm sorry.

Barb Ireland:

Yep. Thank you.

Ashleigh Blake:

Sure. I believe this item would come out of that maintenance line that we were talking about.

Barb Ireland:

Yes.

Mariya Hurwitz:

Current year.

Ashleigh Blake:

This is one of those costs like I said, that would be one of those unexpected ones you don't anticipate.

Mariya Hurwitz:

It seems like we're coming in under budget for maintenance, so we have room to absorb this in the current-year budget. I make a motion to approve the replacement of the compressor for the-

Elly Bockley:

Second.

Laura Jagodzinski:

All approve? Opposed? Abstain? So-approved.

Mariya Hurwitz:

All right, moving along. Ashleigh, I think the best approach to be would be to present the full budget and then present the supplemental addendum-

Ashleigh Blake:

It needs to [crosstalk 01:02:53]-

Mariya Hurwitz:

... on the main report, but we'll vote on them separately.

Ashleigh Blake:

Great. Okay. Just to give you a little background, the town does require that I present the budget to them by February 5th. So, that's why this is always push at the beginning of the new year. This is the meeting where the board approves or contingency-approves the draft budget.

Ashleigh Blake:

So, if you pull out the draft budget, you can see on the main page, it's horizontal. I can go down and explain to you components of it, and you can ask questions if you have them.

Ashleigh Blake:

Fines and Copies, we anticipate bringing in a bit less revenue on that. It seems to be how it's trending.

Ashleigh Blake:

Gifts and Grants, we actually bumped that up from the 2020-21 budget because we have seen some nice grants this year. We hope to proceed with them, although, it's very hard to determine whether people are still going to give at that level, or if it was given because of COVID, too, an outpouring in generosity. We anticipate getting more, and, of course, we'll go for more, but we think that it's fair to budget this amount.

Ashleigh Blake:

Fundraising, we're setting at \$60,000 because we put the raffle in it, as well. I mean, we're hoping this is all. If everything moves along smoothly with finding some vaccination, and that we're able to do our regular fundraising events. So, we do anticipate being able to raise more in that event.

Ashleigh Blake:

Membership, we are keeping at... It says, "Flat," but it shouldn't. We have it at 35,000. In the '20-21 budget year, we had it at 32, but it has been higher the past two years, and we anticipate that this will stay at this level. Of course, once more, we'd like to do more, and we will try, but we think that this is a fair anticipation.

Ashleigh Blake:

The Town Grant, this year we'd like to remain flat. We've gotten increases for the past two years, but we understand with COVID and increase of costs, this year if we make these adjustments, we believe that the town grant can stay as it is.

Ashleigh Blake:

PPP, we, obviously, will not get that again.

Ashleigh Blake:

Special May Appeal, that won't reoccur again. That was our replacement last year for the soiree.

Ashleigh Blake:

Other Incomes, book sales fall under that. We're hoping to get back to book sales so, that's an anticipated amount. It is less than last year's budget just because we may not be able to have a spring Book Sale, so we anticipate that that could take a hit.

Ashleigh Blake:

Investment Income, we're keeping it flat for what the previous year was at \$36,000.

Ashleigh Blake:

That's the revenue side of things. Does anybody have any questions about the revenue side? No? Okay. Let's move on to expenses.

Ashleigh Blake:

In Accounting, we have an increase of 1,500 due to the bookkeeper services that we will incur until we find a treasurer.

Ashleigh Blake:

Administration is up some. We are looking to get out of Gift Works and get in, hopefully, to a new donation program. Those generally have an upfront cost of transferring information to the new site. We have transcripts now, so that's a cost that rolls into it, and just different various things like the post office box, postage. Those things go up, too, so that explains that small increase.

Ashleigh Blake:

Books for Adult and Children, we're remaining flat with that.

Ashleigh Blake:

Building Reserve, we're remaining flat at 5,000.

Ashleigh Blake:

Films, remaining flat.

Ashleigh Blake:

Fundraising, that number is higher than last year because that's the cost of running our fundraisers. We anticipate with adding additional fundraiser, at the top, there will be some additional costs, too.

Ashleigh Blake:

Heat and Electricity, we're keeping flat because we've experienced some savings.

Ashleigh Blake:

Insurance, a slight increase because insurance doesn't seem to go down, so we're anticipating that and rolling that in.

Ashleigh Blake:

Maintenance, we have that slightly higher, so that is part of the breakout, which the detail I will explain afterwards.

Ashleigh Blake:

Payroll and Benefits Expenses, we've rolled in a 3% increase, which is what the staff generally gets each year after their evaluation.

Ashleigh Blake:

Professional, remaining flat.

Ashleigh Blake:

Programs for Adults and Children, we're going to keep flat.

Ashleigh Blake:

Supplies are up by \$500, and that's because we anticipate more COVID supplies. Surprisingly, paper bags for the doorside pick-up, we're running through them. As good as it is, and we want people to pick them up, I'm constantly ordering bags and things. So, COVID does still have some supply costs, and we're anticipating that.

Ashleigh Blake:

In Technology, it's slightly down because the last year, we had a couple of expenditures that we don't have this year. But, as usual, Bibliomation goes up by 500 each year. We are looking to add in, which I had gotten previous approval for, Mango Language service as an option for language learning online. And getting Adobe Illustrator for two computers, so that we can be able to convert PDFs to Word, and all those fancy things that everybody else gets to do. We don't have that, so it's difficult, and it helps with fliers, as well. Yes?

Laura Jagodzinski:

Go ahead. When you're done, I have a question on technology.

Ashleigh Blake:

Sure. Additionally, on there is BookSite, which is like Wowbrary. If any of you have gone to any other library websites, it's, basically, it would come off of the website. It is a service that you link to your website that, basically, shows new books. People click on it and can go to it, and it shows all the new books, and it shows the detail and explanation. It also has routes like, "If you like this book, you might like this." So, it acts as a book concierge, which is great, and would be very helpful with everything being remote, too. Because if people can't browse, they can browse that way.

Ashleigh Blake:

Almost all the libraries in the area have Wowbrary or some form of that. We're the last one to jump on the bandwagon with this. BookSite is just a little cleaner than Wowbrary, as far as visuals. It doesn't have a lot of the Wowbrary advertising. It also has a function-

Barb Ireland:

That's a great idea.

Ashleigh Blake:

Yeah, and it has a function where I can send out emails, too, instead of me making these emails each week of new books, you generate it through there, and it tells people. It helps promote books, essentially, and it pivots off of the website.

Ashleigh Blake:

Laura, did you have a question on technology?

Laura Jagodzinski:

I did. Gift Works. I know that that's been on our list of things to do.

Ashleigh Blake:

Yes.

Laura Jagodzinski:

How have you accommodated that? Is that accommodated here?

Ashleigh Blake:

That's up in Administration. If you look to Data Transfer, that's where that would be located. What's that?

Laura Jagodzinski:

But in addition to data transfers, isn't there going to be a monthly fee for that?

Ashleigh Blake:

Yes. If you look at it, it says, "Gift Works 2,500. Monthly fee with Neon, 1,200." So, Neon is one that I will propose. That's one that I have a quote from right now, and they seem to be good. Theirs is about the same monthly price as Gift Works. So, it would be trading for something we already pay for. It would be-

Laura Jagodzinski:

So Neon is the name of the software to replace Gift Works?

Ashleigh Blake:

Yes. Yeah.

Mariya Hurwitz:

And it's not 1,200 a month? That's the monthly number annualized.

Ashleigh Blake:

Yes, that's annually what it is.

Laura Jagodzinski:

Okay.

Ashleigh Blake:

So, yes, the hit would be from the transfer of data, which would be, hopefully, a one-time thing, and we could stick around Neon, or whatever other donation service we go with, for a while. But that initial transition of data is where it costs something because we have to get it out of Gift Works and get it into a new donating program.

Laura Jagodzinski:

Earlier in the week, we talked about off-site storage of our files as a disaster recovery solution, and we also talked about upgrading the switch, one of the switches in the library. Are those things you're thinking about for this year, or does it get included in the budget?

Ashleigh Blake:

I think it can happen this year because we have some room. That's something we should move on quickly, anyways.

Laura Jagodzinski:

Yes. Yes. Okay.

Ashleigh Blake:

It's not a huge price tag, either, surprisingly.

Mariya Hurwitz:

Sorry, this is Mariya. Would that be an annual recurring fee we need to think about each time we budget?

Ashleigh Blake:

Not the switch, but the off-site.

Mariya Hurwitz:

The off-site.

Ashleigh Blake:

But it's not a lot.

Mariya Hurwitz:

Okay.

Ashleigh Blake:

It's not tons.

Mariya Hurwitz:

Okay.

Ashleigh Blake:

I can go into the maintenance detail which you have, as well.

Mariya Hurwitz:

Before you do that, let me say that, normally... I didn't notice this as we were putting the budget together, Ashleigh. Normally, we would want P&L to net to zero for the library. So, there's \$2,900 of cushion in here. Whatever we end up voting if we vote to approve this budget, or whatever, but whatever numbers we approve, we'll make sure that nets to zero and the plug goes to Other.

Henry Cooperman:

Yeah, because Eric will automatically say, "Oh, okay. We can lower the grant then."

Mariya Hurwitz:

Yes, exactly.

Ashleigh Blake:

I mean, I think that can definitely go into Technology or Administration comfortably because there always seems to be more in those departments.

Laura Jagodzinski:

We've talked about a couple of technology things that might not happen this year, Wi-fi printing for patrons, things along those lines, and that's going to require some expenses. So, I think that that's a good place to accommodate for that.

Mariya Hurwitz:

We'll move it there, then. So, when we come back to voting on the budget, we'll make that an item that we're voting contingent upon.

Ashleigh Blake:

Moving that remaining 2,900 to technology?

Mariya Hurwitz:

Uh-huh.

Ashleigh Blake:

Okay. The maintenance detail which you all should have is my anticipated maintenance items for the 2021-22 year. At the bottom, you can see General Maintenance. That number consists of, as I said, our annual maintenance for the elevator, the fire alarm, the heating and cooling system, grounds which includes mowing, snow-clearing, landscaping, I mean, mulching and trimming back of plants, and things like that, as well as our annual alarm inspection, weekly cleaning service, garbage removal, and quarterly water testing. Those are all things that consistently happen every year.

Ashleigh Blake:

The other items above it are newer items for next year in that maintenance detail. The first item is to have our exterior light control switched up to a digital one. That controls our exterior lights, and it's a timer. It's analog, and it's antiquated. It groups them together, and it's very difficult to use. My belief is that we're wasting money on having the lights on when they don't have to be. This system can be set-up more easily, and, in addition, can be bypassed. So if there isn't Book Discussion Club this month like it usually is, you can turn it off and not have the lights on.

Ashleigh Blake:

I mean, we have automated lights at the front door that go on, but I'm talking about the big parking lot lights.

Elly Bockley:

Because when we used to have knitting at the library, we always walked out in the dark.

Ashleigh Blake:

Yeah. So, the system gets all out of whack, and it gets crazy with the time change. Everybody groans when they see this control because I've asked about it. Like, "How can we change it? Can you, please, reprogram this?" It's not up to speed with what people do now. I think we'll recoup the money and savings on electricity.

Ashleigh Blake:

The next item is the septic pumping, Barbara, that you were asking about.

Barb Ireland:

Yes. My favorite topic.

Ashleigh Blake:

Yes. It's very necessary.

Barb Ireland:

I know.

Ashleigh Blake:

That would be an initial pump and inspection of the baffles, and that. That's something that I anticipate, maybe, it would be every other year, but I'm waiting to find out what the pumping service says because we really don't know what the use is. We don't have washing machines, and showers and things going on over there, but it's a question. I will see what they say, too, on recommended servicing, as far as pumping.

Barb Ireland:

Can I ask another question about this? This is not my area of expertise, okay, but I would like to know. Was the septic system upgrade significantly when the new addition was put on?

Ashleigh Blake:

Yes. Yes, it's a new system.

Barb Ireland:

Okay.

Ashleigh Blake:

So it's in good shape. We've seen no signs of backup, or any problems. This is more a maintenance issue, and, preemptively, something that you do for the good health of your system.

Barb Ireland:

Okay. So we may be able to get away with every other year afterward.

Ashleigh Blake:

Oh, I, personally, think so, but we'll see what the service person says. They may say it can go longer. But we'll have a good knowledge of how it's been used and how much, and we can amortize that over the years and find out what yearly use is.

Barb Ireland:

I mean, the problem's going to be is that this year, probably, and last year are not going to be normal usage. Do you know?

Ashleigh Blake:

Yeah, so we can factor that in and look at it over five years, say, instead of six.

Barb Ireland:

Yes.

Ashleigh Blake:

The next item is from Marc Audette. The light sensors, as you all know, in the meeting room how the light goes off during a meeting?

Barb Ireland:

Yes.

Speaker 9:

Yes.

Ashleigh Blake:

We have noticed, the staff has and that, that they are going off more frequently at shorter intervals throughout the whole building, which makes it difficult when it's dark out because you don't want that going off on you while you're walking through a space, and you can trip. They go off on the staff while they're sitting there typing. It's just dark, and you look in there. So it's clumping closer together. When I spoke to Marc about it, it's the sensors. He said they just get aged and they get sediment. So that is to have sensors replaced in the lights so they are holding out to the maximum time, so they don't shut off on people.

Ashleigh Blake:

There's \$2,000 in there for interior painting of the rooms around the library because we are seeing that, too, cracking in the ceiling, and just time and wear on the paint job. I put that in there to cover some of that cost so that we keep on top of that, and the library doesn't look dingy.

Ashleigh Blake:

Then, it's back to the general maintenance item there, consisting of totaling \$25,000, which makes up the maintenance line in the budget, the proposed budget, I should say. Any questions about that? Nope? Okay.

Mariya Hurwitz:

I don't think it matters which order we do it in, but I'd like to make a motion to approve this maintenance budget for 2021-2022. So, let's start with that one. I'll make the motion to approve the budget.

Elly Bockley:

Second it.

Mariya Hurwitz:

You're on mute, Laura.

Laura Jagodzinski:

Sorry, switching screens. All in favor?

Irit Granger:

Aye.

Henry Cooperman:

And that's with the adjustment of increasing the technology to 35?

Laura Jagodzinski:

That's next.

Mariya Hurwitz:

We'll vote on that one next. This is just the addendum for the maintenance. That's a separate vote, but then we'll go back to the full-year budget.

Laura Jagodzinski:

So, we seconded. All in favor? Any opposed? Barb, were you in favor?

Barb Ireland:

Yes, I had my hand up.

Laura Jagodzinski:

Oh, okay.

Barb Ireland:

It was way off in the corner.

Laura Jagodzinski:

It was just a delay. No opposed. Any abstain? So-approved.

Mariya Hurwitz:

Next, I would like to make a motion to approve the proposed '21-22 budget with the one change of moving \$2,935 from profit to the technology line.

John Ehrenreich

So moved.

Laura Jagodzinski:

Second, John?

John Ehrenreich

Yep.

Laura Jagodzinski:

All approve?

Barb Ireland:

I have a question.

Laura Jagodzinski:

Sorry, Barb, go ahead.

Barb Ireland:

It's only January 11th, is there any chance that any of these items will need to change between now and when you present it to the Board of Selectman on the 5th?

Ashleigh Blake:

No, I don't think anything drastic. I mean, there's always the possibility because you're forecasting. It's tough. You don't anticipate some unexpected things, but I don't think these will change drastically because Mariya and I looked at last year's, as well. You look back to look forward to see if there's anything you anticipate, and then factor in increases.

Barb Ireland:

I guess my question is, do we want to call it the "Draft Budget," or just the "Budget."

Mariya Hurwitz:

I recommend that we call it the "Approved Budget,"-

Barb Ireland:

Approved budget.

Mariya Hurwitz:

... and that if Ashleigh receives any more information that would make us want to come back and propose an amendment to the budget, then we will do that as a special meeting or a follow-up meeting. But without hearing from Ashleigh or I further, this will be the budget that goes, gets proposed to the town.

Barb Ireland:

Okay. Thank you.

Laura Jagodzinski:

All in favor of approving the proposed budget as the approved budget to be presented to the town? All in favor? Any opposed? Abstain? Okay.

Mariya Hurwitz:

Nicely done. Thanks, everybody. That was our last item, as I understand it, on the agenda. If there's nothing else, I can move to adjourn the meeting. It is 7:06 PM.

Elly Bockley:

I second that.

Laura Jagodzinski:

Okay. That will be it.

Barb Ireland:

All right. See you guys-