

THE SHERMAN LIBRARY

BOARD MEETING FEBRUARY 8, 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 (Secretary), Lauren Kenney (Vice President), Dee Ratterree

ABSENT: Jennifer Laviano

CALL TO ORDER: Mariya Hurwitz called the meeting to order at 5:36 PM. The meeting was held via video conference due to the Library closing related to the COVID-19 CT Stay Home, Stay Safe, Executive Order.

REVIEW OF THIS MEETING MINUTES: Lauren Kenney and Irit Granger

APPROVAL OF PRIOR MINUTES: Laura Jagodzinski motioned to approve minutes from the January 11th meeting, Ro D'Ostilio seconded the motion and all approved.

EXECUTIVE SESSION - Trustee Vacancy, Personnel staffing during pandemic, Strategic Plan: Mariya Hurwitz moved the meeting into Executive Session at 5:39 PM and ended the session at 6:29 PM.

DIRECTOR'S REPORT: Ashleigh Blake reviewed the Director's report that was sent in advance of the meeting and highlighted the Mark Twain program was in collaboration with the Brookfield Library (Mark Twain), and a recent tribute gift has contributed to starting a large print collection.

TREASURER'S REPORT: Henry Cooperman, Interim Treasurer, highlighted from the December report that was sent advance of the meeting, that revenue as of 12/2020 is up \$39K.

SECRETARY'S REPORT: Laura Jagodzinski reported that a project to update library procedures has started and updates will be released through 2022.

INVESTMENT COMMITTEE REPORT: Henry Cooperman, Committee Chair, noted that the value of the Vanguard account was \$992K at the end of January (down ~13K from prior month) and was \$1.029MM after the market closed today; there were \$3900 in dividends for the month. The committee met in January and made minor changes.

NOMINATING COMMITTEE REPORT: Henry Cooperman reported there is an opening for a Treasurer and another position will be available in October.

FUNDRAISING COMMITTEE REPORT: Irit Granger, Committee Chair reported the Fundraising Committee met to address remaining fiscal year fundraising plan. The Golf Outing is still on the plan. The Committee recommends cancelling the remaining events due to safety concerns related to the pandemic and will meet again to discuss other fundraising streams. Irit motioned to cancel the Soiree, Duckfest and Book Sale for this Fiscal Year, Elly Bockley seconded the motion, and all approved.

MEMBERSHIP COMMITTEE REPORT: Irit Granger, Committee Chair reported the Membership Committee had a productive meeting to revise the membership form and will meet again in March.

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UNFINISHED BUSINESS

CONFLICT OF INTEREST AND WHISTLEBLOWER POLICIES: Laura Jagodzinski summarized changes, opened discussion of the drafts sent in advance . Laura Jagodzinski motioned to approve the Conflict of Interest and Whistleblower Policies, Henry Cooperman seconded the motion, and all approved.

COMPLIANCE PROCEDURES, Laura Jagodzinski described the purpose of the Compliance Procedures and opened discussion of the draft that was sent in advance. Laura Jagodzinski motioned to approve the Compliance Procedures, Barb Ireland seconded the motion, and all approved.

BUDGET PROCEDURES, Laura Jagodzinski described the purpose of the Budget Procedures and opened discussion of the draft that was sent in advance. The Procedures, specifically requirement 7, will be amended to include the maintenance addendum (“At least quarterly, but preferably monthly, the approved budget **and the maintenance addendum** must be compared to actual year-to-date financial results for the fiscal year and presented to the Board”). Mariya Hurwitz motioned to approve the Budget Procedures as amended, Irit Granger seconded the motion, and all approved.

MONTHLY PROGRAM STATISTICS AUDIT:

Laura Jagodzinski described the revision to the Program Stats Audit Procedures and opened discussion of the draft that was sent in advance. Laura Jagodzinski motioned to approve the Program Stats Audit Procedures, Lauren Kenney seconded the motion, and all approved.

ANNUAL ACKNOWLEDGEMENT OF CONFLICT AND WHISTLEBLOWER POLICIES:

Laura Jagodzinski reported the policies will be emailed for signature, are to be returned by month end and the results will be reported at the next meeting.

WEBSITE UPDATE: Ashleigh Blake reported that website development is progressing and on target to go live as planned.

COVID-19 UPDATE: Ashleigh Blake reported that while positivity testing rates are trending down, the Library building will remain closed due to safety concerns. They continue to look forward to having patrons back in the building.

NEW BUSINESS

COMPLIANCE OFFICER: Mariya Hurwitz motioned to approve Ro D’Ostilio as the Compliance Officer, Henry Cooperman seconded the motion, and all approved.

MEMBERSHIP COMMITTEE CHAIR: Mariya Hurwitz motioned to approve John Ehrenreich as the Membership Committee Chair, Dee Ratterree seconded the motion, and all approved.

RECORD DATE FOR ANNUAL MEMBER MEETING: Laura Jagodzinski described the purpose of and the proposed record date for the annual member meeting and opened discussion. Laura Jagodzinski motioned to approve September 11, 2021 as the record date for the annual member meeting, Henry Cooperman seconded the motion, and all approved.

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MEETING ADJOURNED: Mariya Hurwitz adjourned the meeting at 7:21 PM and all approved.

NEXT MEETING:

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

Respectfully submitted,

Laura Jagodzinski
Board of Trustees, Secretary