

THE SHERMAN LIBRARY

REGULAR BOARD MEETING OCTOBER 19, 2020

PRESENT: Ashleigh Blake (Executive Director), **Board of Trustees:** Elly Bockley, Karen Cardillo (President), Ro D'Ostilio, John Ehrenreich, Mariya Hurwitz (Treasurer), Irit Granger, Barbara Ireland, Laura Jagodzinski (Secretary), Lauren Kenney (Vice President), Jennifer Laviano, Dee Ratterree

ABSENT: Henry Cooperman

CALL TO ORDER: Karen Cardillo called the meeting to order at 5:37PM. The meeting was held via video/conference call due to the Library building closure related to the COVID-19 virus CT Stay Home, Stay Safe, Executive Order.

REVIEW OF THIS MEETING MINUTES: Elly Bockley and Dee Ratterree

APPROVAL OF PRIOR BOARD MEETING MINUTES: Laura Jagodzinski motioned to waive the reading of and to approve the minutes from the regular Board meeting on September 14 and the annual Board meeting on October 9, Dee Ratterree seconded, and all approved.

EXECUTIVE SESSION: Karen Cardillo moved this to the end of agenda as the session will be held in a separate Zoom session at the conclusion of new business.

DIRECTOR'S REPORT: Ashleigh Blake reviewed the Director's report that was sent in advance of the meeting. She noted that book circulation was up, and DVD rentals were down. Ashleigh reported that the Boy Scouts were having their Halloween Bash - trick or treat on Halloween night. Trustees should let Ashleigh know if they are interested in supporting the event that evening.

TREASURER'S REPORT: Mariya Hurwitz sent the August report in advance of the meeting. There were no questions.

INVESTMENT COMMITTEE: There was no report as Henry Cooperman was not in attendance.

SECRETARY'S REPORT: Laura Jagodzinski reviewed the draft meeting schedule for 2021. She will revise the April and July dates as agreed and send to the Trustees to finalize at the next meeting.

NOMINATING COMMITTEE REPORT: There was no report as Henry Cooperman was not in attendance.

MEMBERSHIP/FUNDRAISING COMMITTEE REPORT: Irit Granger reported there were no membership updates and the holiday party will be covered under new business.

UNFINISHED BUSINESS

ANNUAL MEETING UPDATE: Laura Jagodzinski reported that there were 26 attendees at the annual member meeting. The voting results and minutes were posted on the website, the "about us" page updated, and the amended COI signed and sent to the Secretary of State for filing.

WEBSITE UPDATE: Ashleigh Blake reported that website development should be complete in the next couple of months.

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COVID UPDATE: Ashleigh Blake reported that the Library was not a recipient of the CT state library grants as they were intended for those in great need. With CT entering the next re-opening phase, Ashleigh will reach out to several Trustees for input on updating the Library re-opening strategy (e.g., increased hours). In response to a question on increased air flow during the winter, Ashleigh explained the HVAC provider said the systems were balanced and up to levels of other buildings; however, she would reach out to them regarding the air exchange.

NEW BUSINESS

HOLIDAY PARTY UPDATE: Irit Granger reported that Dee Ratterree and Barb Ireland will co-chair the event, and John Ehrenreich joined the planning group. The group proposed a raffle type event; selling tickets for 5 or 6 different sponsored prizes (e.g., restaurant package, treasure chest). The Trustees will sponsor the treasure chest similar to prior events and each will sell 10 tickets. The Trustees supported the proposal and the group will continue to move forward with planning.

STRATEGIC PLAN: Karen Cardillo presented background on the plan and noted that although not finalized, progress has already been made. Karen will send the document to the Trustees and request that they review and contact her with any questions/comments in order to finalize in December.

BOARD RESPONSIBILITY AGREEMENT: Karen Cardillo presented background on the agreement and opened this up to discussion. Karen motioned to approve the agreement with the corrected typo and clarification on participation in the majority of fundraising events, Jennifer Laviano seconded, and all approved. Laura Jagodzinski will send the revised document for Trustees to print, sign and drop off at the library by the end of October.

PROGRAMMING: Karen Cardillo asked Trustees that when they have programming suggestions, they assist the Executive Director in moving them forward. Items for consideration included a 7th anniversary on-line fundraising drive and an opportunity for program attendees to make a donation.

FACILITY COMMITTEE: Ashleigh Blake reported that her advisory committee met and identified areas to be addressed (e.g., painting, carpet). Ashleigh and Mariya will look at estimates and budget, and Ashleigh will provide an update/request at the next meeting.

EXECUTIVE SESSION: Karen Cardillo motioned to hold an executive session to discuss Trustee vacancy, Barb Ireland seconded, and all approved.

MEETING ADJOURNED 6:49PM: Karen Cardillo motioned to adjourn; Irit Granger seconded.

NEXT MEETING: Monday November 9th 5:30 PM.

Respectfully submitted,

Laura Jagodzinski
Board of Trustees, Secretary