

THE SHERMAN LIBRARY

REGULAR BOARD MEETING NOVEMBER 9, 2020

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

ABSENT: Elly Bockley

CALL TO ORDER: Karen Cardillo called the meeting to order at 5:37 PM. 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: Irit Granger and Dee Ratterree

APPROVAL OF PRIOR BOARD MEETING MINUTES: Karen Cardillo motioned to approve the minutes from the regular Board meeting on October 19th, 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 thanked Karen Cardillo and Henry Cooperman for supporting the Boy Scouts Halloween event in town. Trustees recognized the large attendance at adult programs with a special nod to Ashleigh for providing these at low cost and recognized Cheryl Mandracchia for her excellent work on the childrens’ programs which are also strongly attended.

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

SECRETARY’S REPORT: Laura Jagodzinski reported that all Trustees signed Board Service Agreement (“Agreement”); Karen Cardillo will countersign the Agreements by the end of the week.

INVESTMENT COMMITTEE: Henry Cooperman, Committee chair noted that the value of the Vanguard account was \$898K at the end of September, \$886K at the end of October and after a good market today closed at \$962K, close to where we were end of year. The Committee will meet on Friday.

NOMINATING COMMITTEE: Henry Cooperman reported the only item was the trustee vacancy which would be covered in Executive Session.

MEMBERSHIP/FUNDRAISING COMMITTEE: Irit Granger gave an update on the holiday fundraiser “The Golden Ticket Raffle” chaired by Dee Ratterree and Barb Ireland who are targeting to sell 400 tickets at \$20 each. Trustees were asked to sell at least 10 tickets, encouraged to support the event as they would for the holiday party, and assist in selling tickets at the IGA on several upcoming Saturday mornings.

UNFINISHED BUSINESS

2021 MEETING SCHEDULE: Laura Jagodzinski motioned to approve the 2021 regular and annual meeting schedule that was agreed to at the last meeting and sent to Trustees, Barb Ireland seconded, and all approved. Laura will email to the Sherman Town Clerk and Ashleigh Blake will post to the website.

THE SHERMAN LIBRARY

REGULAR BOARD MEETING NOVEMBER 9, 2020

WEBSITE UPDATE: Ashleigh Blake reported that website development continues and is hoping to complete by the end of the year.

COVID-19 UPDATE: Ashleigh Blake reported that number of COVID cases in town and the area are increasing; the staff continues to be vigilant in protocol and awareness. Patrons are respectful in following protocols and the staff continues to quarantine books for 72 hours.

FACILITIES PROJECTS: Ashleigh Blake reported that she will be getting another bid for painting in the spring, HVAC vendor is air scheduled this month, and Karen Cardillo noted that in October 2019 the Board approved the expenditure for the carpet cleaning.

STRATEGIC PLAN: Karen Cardillo tabled this discussion for a future meeting.

NEW BUSINESS

COMMITTEE PROCEDURES: Karen Cardillo tabled this discussion for a future meeting.

As a follow up to the earlier conversation on facilities projects, Karen Cardillo motioned to approve an expense budget for the Executive Director up to \$2000 for operations/facilities projects, Dee Ratterree seconded. After discussion, Irit Granger tabled the motioned, Dee Ratterree seconded and all approved. Mariya Hurwitz will prepare a proposal for the Board to consider at the next meeting.

As a follow up to the earlier Board Service Agreement update, Karen Cardillo noted the Agreement requires Trustees to participate in assigned committees and the majority of library fundraising events and led a discussion around the hours that the Treasurer and Secretary put in for both monthly and annual tasks should be recognized as contributing to that participation not in addition to it. Karen motioned to record that it is understood that the time the Treasurer and Secretary spend on reports and fulfilling their responsibilities counts towards their participation on committees and fundraising events, Ro D'Ostilio seconded and all approved. The Agreement will be updated to reflect this language with next annual signing of the document.

EXECUTIVE SESSION: Via a separate Zoom session, an executive session was held to discuss a Trustee vacancy.

MEETING ADJOURNED: Karen Cardillo adjourned the meeting at 7:15 PM.

NEXT MEETING:

Monday December 14th 5:30 PM Special Meeting (Trustee vacancy)

Monday January 11th 5:30 PM. Regular Meeting

Respectfully submitted,

Laura Jagodzinski
Board of Trustees, Secretary