

Transcript SLA Regular Board of Trustees Meeting October 19, 2020 5:30PM

Karen Cardillo:

Hello trustees. Thank you for attending the October board of trustee meeting for the Sherman Library Association. Day is Monday, October 19th, and I'd like to call the meeting to order. It is 5:37 p.m. This is all board and committee meetings moving forward, will be recorded as per the governor's order for corporate meetings held virtually during the COVID 19 pandemic. Henry will not join us until a little bit later in the meeting, and he will call us via telephone not zoom. I don't know what the implications are with recording him. If he's just calling in by phone, are there any implications? Somebody answer.

Mariya Hurwitz:

His voice will be captured on the recording.

Karen Cardillo:

Excellent, thank you. I'd like to ask two board members volunteer to review the minutes this evening. Two volunteers just raise your hand. Elly and Dee

Laura Jagodzinski:

Elly and Dee... Got it. Thank you.

Karen Cardillo:

Thank you. Laura, you want to take over for the previous minutes?

Laura Jagodzinski:

Sure. All right. I'd like to move to wave reading of and approval of the minutes for the regular board meeting that was held on September 14th, and the annual board meeting on October 9th. Do I have a second? Dee, I gotcha. All in favor? Lauren, I can't see your hand. Okay. All in favor. Thank you. Okay, Karen, back to you.

Karen Cardillo:

Thank you. All right. On the agenda it says we're going to do the executive session here. We're actually going to move that till the end of the meeting. Since we don't have any votes or anything like that, we're just going to move into another room. I think you all got an invite from Ashleigh, for that second zoom meeting for executive session. So, let's move on to the reports. Director Ashleigh?

Ashleigh Blake:

Yes. I sent out the report of the director for September and the stats to everyone. Just a quick review, we've got a lot of kids programs going. We have a couple of adult programs this month, not as many as usual because we had various meetings for board and committees, and that takes to the zoom. So, those are moving along. We have new art show up. And, the annual report I completed it and turned it into the town on September 15th, and they have that in their possession. And, thanks again to Marie Loria, for doing the graphics for it. She's always a superstar with that, and I extended our appreciation to her.

Ashleigh Blake:

Something of note, RBdigital migration to OverDrive. So, we had RBdigital OverDrive/ Libby, which are the same thing, and Hoopla as digital download sites. At the beginning of the year OverDrive purchased RBdigital. So, they merged. And that happened on September 30th, and I notified our patrons and staff, and it was on a newsletter on the website. And, we have signs around the library. In the end, it's kind of easier because it's more consolidated than before, sending people to the different sites. All of the same content moved over to OverDrive too. So, we did not lose anything in the process. The only difference is we get our magazine collection through Rbdigital, and that won't migrate until November. But I anticipate that will be better in the Libby format anyways. So, I think it's a good thing.

Ashleigh Blake:

As far as building, our hot water heaters were inspected. We did have an event with our heating and cooling system that I mentioned here, but I can discuss that in the facilities report a little more. And, that's about it for those items. If you look at the stats, you can see our circulation on books is creeping up. And actually, our adult book and children's books circulation is better this September than last September. Our DVDs are down though. I think people are going to Netflix, and Hulu, and we just slow up on the purchasing of that. If the demand isn't there, we kind of back off a little bit. But we do request special things for patrons if they had special requests. So no one's needy, but it's just something we're noticing that's trending. And, I think that's with the stats. Does anybody have any questions about the report or the stats?

Ashleigh Blake:

I have one more thing. The Boy Scouts are doing... They usually have their Halloween Bash, and the library has a stand and we usually do a game, and candy, and everything, and a couple trustees helped me out with it. This year they will be doing kind of a trick or treat thing in that same area where you basically set up decorate, the cars go around, and you throw a hand candy into the car in a baggie. I just wanted to get the board's feeling on that because it is a COVID year if the board thinks that's something we should participate in or pass on, and if participation is the case then who would like to help? Any thoughts?

Karen Cardillo:

So we have to create baggies and hand them into the car?

Ashleigh Blake:

I could do the baggies. If the board decided that's something that wants to be done, I can create it. It's more helping out that night, and if it's something the board wants to do if you feel like.

Dee Ratterree:

We could do it. I'll help that night.

Ashleigh Blake:

Okay.

Dee Ratterree:

I'll be happy to help.

Ashleigh Blake:

Okay.

Dee Ratterree:

If you decide to vote yes or no, just, I'll be a help.

Karen Cardillo:

Yeah, we've done it for years to back out on... I don't really have an opinion about it, but I don't know, I think that we help the Boy Scouts out as we always do.

Ashleigh Blake:

Okay. So, I'll just send out an email to the board of trustees and whoever responds, responds.

Karen Cardillo:

What night are they doing it Ashleigh? Do you know?

Ashleigh Blake:

They're doing it on Halloween night. So, that's Saturday night. And, I believe it begins at five, 5:30.

Karen Cardillo:

Okay.

Ashleigh Blake:

So...

Karen Cardillo:

Okay. Any other questions for Ashleigh? Okay, thank you. Treasurer report. Mariya.

Mariya Hurwitz:

Yes, thank you. Did everybody received my email with the financials for August? I was almost going to do September but then I just wanted to give a little bit more time to just make sure September numbers were wrapped up. So any questions on August numbers? Any of the comments, explanations, anything? Okay.

Karen Cardillo:

Very clear, Mariya.

Mariya Hurwitz:

Very good. Thank you everybody.

Karen Cardillo:

You're welcome. Next is Henry, who is not here. If Henry comes in due time we'll have him give a report, but otherwise, we'll just pass for now. Secretary, Laura. You're muted, Laura.

Laura Jagodzinski:

Sorry, with two screens and ever. Let's see. So, calendar. I wanted to talk about our schedule of meetings for 2021. We need to finalize that schedule of regular board meetings and the annual meeting, the annual member meeting, at the November meeting. And, we need to do this because we have to get the schedule for 2021 into the town in December. So, we need to do that in order to comply with requirements and to have our first meeting on January 11th. So, I put together a proposed calendar as a basis for our having meetings every, let's Monday, second Monday of the month at 5:30. So did everybody get a chance to take a look at that schedule? Okay, good. So, let me kind of open it up. The dates we need to confirm are the board meeting dates and the annual meeting. The ones that I'm concerned about is the April 12th date. Schools closed that day. So is that a problem for anybody? Do we need to move it?

Karen Cardillo:

Normally we don't have we don't have a meeting that week of school vacation. So, I would move it to the following week if we could. The following Monday just because you don't want to have a meeting without a quorum.

Mariya Hurwitz:

Or if that feels like it's too late because April 12th happens to just be late in the month for the second Monday, will first Monday work? Just to get an option.

Karen Cardillo:

That would be the 7th, right?

Laura Jagodzinski:

The first Monday is the 5th.

Karen Cardillo:

I can't count, just saying.

Laura Jagodzinski:

The 4th is Easter.

Mariya Hurwitz:

Okay.

Laura Jagodzinski:

And then, Monday is the 5th.

Mariya Hurwitz:

Yeah, some people do family Easter Monday celebrations.

Karen Cardillo:

Right.

Laura Jagodzinski:

Will keep my fingers crossed. So...

Karen Cardillo:

The 18th?

Mariya Hurwitz:

Yeah.

Laura Jagodzinski:

Monday is the 19th.

Karen Cardillo:

19th.

Laura Jagodzinski:

Just to know, is that good for everybody the 19th? Okay. Let's see. The next item that we had a question on last year was the July meeting. We had a meeting scheduled for July 12th, and then when we were putting together the golf tournament, we wound up moving the July meeting.

Lauren Kenney:

Yeah.

Laura Jagodzinski:

So, Lauren, do we have a date if we-

Lauren:

Yeah, July 12th is the date for the golf.

Laura Jagodzinski:

Okay.

Lauren Kenney:

So, we have to move it.

Laura Jagodzinski:

Yeah. So do we want to move the July meeting to the 19th then?

Karen Cardillo:

Yes.

Laura Jagodzinski:

Does anybody have a problem with the 19th? Okay. The annual member meeting is scheduled for October 8th. We have the ability if we needed to do the 1st if there was a conflict. I did some web searches to see if that was in conflict with the holidays. Mariya, could you just double check? Do you think that 8th is fine?

Mariya Hurwitz:

I do. I just checked the Jewish calendar. It's fine.

Laura Jagodzinski:

Yeah, Rosh Hashanah is the week before and Yom Kippur is in the middle of the week of the 8th.

Mariya Hurwitz:

The other way around. Oh, yeah.

Laura Jagodzinski:

The other way around?

Mariya Hurwitz:

Yeah. Yeah. It's fine. There's some holidays I don't even recognize the name of. Well Sukkot is the 3rd through the 9th, but that's fine.

Laura Jagodzinski:

So we're good for the 8th everybody?

Mariya Hurwitz:

I believe so.

Laura Jagodzinski:

Mm-hmm (affirmative). Okay. And then our annual meeting is after that, and then October 11th, November 8th. All right. So, what I'll do is I'll update this and get it out to everybody, and then we can confirm that at the meeting in November.

Karen Cardillo:

Yep. Very good.

Laura Jagodzinski:

Okay. And, that's all I have. Thank you.

Karen Cardillo:

Thanks, Laura. Any questions for Laura, before she mutes herself? No. Thank you. Nominating committee. Henry, is not here to give a report. I'm not sure he has anything to discuss. And then, membership committee and fundraising for, Irit. Irit, you're muted.

Irit:

Am I... Can you hear me now?

Karen Cardillo:

I can hear you now.

Irit:

Okay. I don't have any membership updates, but I believe we're discussing fundraising later in the meeting?

Karen Cardillo:

Yes. We got holiday party that you're going to discuss.

Irit:

Yes, that's what we'll cover late at that time.

Karen Cardillo:

Very good. Any questions for Irit? Okay, let's move on. Thank you. Unfinished business. Laura, you want to give us a little update on the annual meeting? You're muted. Still muted.

Laura Jagodzinski:

Okay.

Karen Cardillo:

Okay.

Laura Jagodzinski:

All right. Thanks. I'm unmuted. Yes?

Karen Cardillo:

Yes you are.

Laura Jagodzinski:

Got it. All right. So, almost all of the board of trustees were at the meeting so I'm not going to go over much. I just want to say we had 26 attendees at the meeting including the trustees, and I wanted to give an update on what we've done since then. So, the voting results were posted on the website, the minutes were reviewed. Thank you for Lauren and Barb, in reviewing notes, the minutes, and those are posted on the website. The by-laws and the certificate of incorporation are on the about us page on the website, and the amended COI, Karen, has signed and has sent to the Secretary of State for filing. So, the only thing we need back is the actual documentation from the state with the filing number. And when that comes back, then we'll post that on the website and replace the current COI that's just got Karen signature on it. And, that's it.

Karen Cardillo:

Very good. Any questions for Laura? Very good. Okay, moving on. Ashleigh, website update.

Ashleigh Blake:

Yes. So I spoke with, Marie Loria. She is waiting for me on content. So, I've been very busy with everything else and had to put some of that content generation on hold, because everything in our current website needs to be transferred over and things need to be updated and adjusted. There's some dated information. So, I will be beginning that in November again with her. So we look to move pretty quickly once that starts, and we also need to get policy on there and all kinds of things. So moving along, she is available and we look to completing it in the next month and a half or so.

Karen Cardillo:

Excellent. Good. Any questions for Ashleigh?

Mariya Hurwitz:

Just wondering if you need support from anybody, Ashleigh.

Ashleigh Blake:

Possibly. I have to take a look. Heather, was doing some conversion of the policies into a newer format that we have so they're all uniform and look nice and similar. And, I have to see where she is with that. There may be something along those lines. Just because if we're moving it over, we want it all to look orderly, and uniform, and not kind of hodgepodge to start with. So thank you, Mariya. I'll keep that in mind.

Mariya Hurwitz:

Okay, let me know.

Karen Cardillo:

Yep. Yep. Okay.

Laura Jagodzinski:

That was my question. Thanks, Mariya.

Karen Cardillo:

Okay, let's move on to the COVID-19 update.

Ashleigh Blake:

Okay. So, we all were linked in on an email about the governor's \$2.6 million dollar coronavirus relief fund that was announced. Unfortunately, it was announced with libraries already selected and nobody was really sure of this. There was a big flurry of activity online with Connecticut librarian saying, "What is this? How do I apply? Where is it?" Because there was just a press release, and then the state librarian came out with a statement that basically 65 libraries had been chosen and would receive it. And then basically libraries located in dense urban areas, larger cities, and in low income rural areas.

Ashleigh Blake:

And, the push was really to get connectivity too so that it could assist students with remote learning from home, things like that. We do have a WiFi so we're pretty advanced with our fibre optics. There're

a lot of libraries that don't have that, and a lot of towns where people don't have the means to have internet service in their home. So I feel like it would have been nice to have some money, but I think its intention went to people that really needed it. So, that's where that stands.

Ashleigh Blake:

The state did enter phase three and I've had a lot of people ask me, "Oh is Sherman wide open now?" The library. And no, the only thing that changed in libraries is that we're allowed to go up to 75% capacity with our building now if we deem that safe, which we don't deem that safe because people congregate in certain areas. So, we have not. Even with our levels now we have people coming in. I have not had to turn anyone away or have them wait outside because of hitting capacity loads. So, for us it's kind of the same business as usual.

Ashleigh Blake:

I did find out that the new Fairfield School System is remote this week due to possible COVID exposure through the schools. So, I don't know. I hear things, I try to monitor it how it blows back on us and if we need to protect ourselves more or less, but it is creeping a little closer. I hope that they get a hold of that and it becomes a non issue. I have had some patrons asking about extending the hours. That's something I would like to meet with the group that we had formed originally to talk about health safety in the library and that kind of issue, because we're also approaching the winter and coronavirus is on the rise nationally too. So, that needs to be looked at. So, throw your doors open and then close them immediately.

Ashleigh Blake:

I do have to be concerned about the staff and the people who are there all the time, every day. So, that's something I'm going to start looking into. But the staff is there full hours, and we bring things and put them out on the table, we answer questions, we print out things. So if somebody wanted a book before 12 or after four, they could get it within our regular hours. We would bring it out and put it on the table for them. So, people are being taken care of. I've had a couple people ask to when we'll extend the time with the stay. Some people want to come and study all day, and I don't think that that's something that's going to happen very soon when we'll have people hanging out for eight hours in the library until this clears up a bit. Any COVID questions? Yeah, Rose.

Ro D'Ostilio:

I just thought about the kids after school, and congregating, and how is that going.

Ashleigh Blake:

Okay. So, they were still congregating not the same amount as before. A couple of them will come in. They can't use the bathrooms because they're not open to the public right now, and because we're... We welcome them and we say. "Welcome. Yeah, come on in but you have to socially distance, and your visit has to be less than 30 minutes." And, they kind of wander around wondering what to do because they're not allowed to just kind of hang out on the chairs in the teen room and eat or do things. So we don't have a ton of kids coming in like that, but we do have still many students that come in, load up on books and go.

Ashleigh Blake:

We did have them congregating on the back patio, which was problematic because that's where our egress is now. The state has required us to have a door in, door out. And, they weren't always socially distancing, they weren't wearing masks, they were kind of wrestling in the walkway. So, we posted some signs with the maximum capacity for the patio. And we would go out, and Sheryl, would go out too to say, "Hi, guys. We welcome you around the library but you can't congregate right here. It's not comfortable for patrons coming out. Could you please adhere to these rules, and if you want to wrestle and mess around and that, go down to the field." So, that's tamed out a bit. They were playing hide and seek behind the building and that gets to an issue within facilities. But it's a lot less kids than before. I think the parents are having them come home directly from school.

Ashleigh Blake:

So, it's always tough. We don't want to turn kids away, but if they're coming, they should be coming for library activities or to take part in the books, not as kind of an after school daycare service. So, Barb, I think you had a question?

Barbara Ireland:

Yes. It's related to what you were talking about before looking into with winter coming, what adjustments we might have to make. I don't know if the facilities committee has had a chance to look at this or if they're going to, because I don't know anything about our heating system. But my understanding is that we need to be able to have HEPA filters, which we probably do have, but there also needs to be an exchange of fresh air with the stuff as well as for anybody visiting the library. And so, I didn't know if we'd looked at that yet.

Ashleigh Blake:

Yes. So I spoke to B&D, did their fall servicing. They do a spring and a fall, and that's our heating and air contractor. And I asked at the time, "Are you guys complying with COVID rules as far as airflow? Where do we need to be at?" And the technician said, "We are where other corporations are with the intake." They said it's not optimal to just suck in 100% outside air. So, they had it balanced at a level that they were adhering to, and companies, businesses, and that was their standard practice for anyone they were servicing that was corporate or public space. I can find out more. We do have filters. They do clean the filters and do everything, but I can look into it more to see if there's another level of it.

Ashleigh Blake:

We are fortunate that the building was renovated because we have nice high ceilings, a new heating and cooling system. It's actually proven to be a pandemic friendly space because of the renovation. But I can do a little more research into that Barbara, but B&D did tell me that it was up to what they were doing with other businesses and corporations.

Barbara Ireland:

Well, I asked it because I was talking to people in our church recently, and they had HEPA filters and we had clean air exchange, but they actually have increased the amount of fresh air exchange. So, maybe we may want to look at that from the standpoint of being COVID compliant.

Ashleigh Blake:

Yes. They had bumped it up a bit. He said it's not efficient to suck in. So if you're trying to cool the space, you don't want 100% outside air coming in because you're going to spend your whole time cooling it,

same for the heating, right? You suck in some and recirculate some. They bumped it up because of COVID, but I can contact them again just to say, "As we head into the winter months, does any of this change especially going from cooling to heating, and can you assure me that we're at a level that's safe?"

Barbara Ireland:

Yeah. That's my concern is the winter months.

Ashleigh Blake:

Okay.

Barbara Ireland:

Yeah. Thank you.

Ashleigh Blake:

Sure.

Karen Cardillo:

Any other questions for Ashleigh? Okay, very good. So, let's move on to new business. Holiday party. Irit.

Irit Granger:

Okay. Can everybody hear me?

Karen Cardillo:

Mm-hmm (affirmative). Yes.

Irit Granger:

Okay. So first of all, I'm very pleased to say that John Ehrenreich and Dee, joined the fundraising committee. So we've had some very productive meetings, and initially, we weren't sure what to do in our pandemic world with the holiday party. Obviously, we had to think a little outside of the box and literally. So, we were anticipating, actually offering a boxed meal of some kind, although it ended up evolving into a charcuterie sort of thing, with a bottle of wine, and maybe asking for a reduced ticket price of \$65 for instance. But after Dee and Barb, who are co-chairs of the event met with Bonnie Manning, the caterer, and totted up all the costs involved with doing a sort of virtual party, with distributing these boxed meals and wine, and having the music and other things we were planning to happen between just a couple of hours that evening, we realized that it was an enormous amount of effort that would yield very little profit.

Irit Granger:

So what the committee decided, we met on October 15th and we brainstormed I think a really good idea, and decided that maybe instead of doing anything like that we just do a drawing. Although it remains to be seen if we can call it a raffle. I think Barbara, is looking into that. But we're calling it a golden ticket drawing, and what we're expecting or hoping is to sell 200 tickets. They'll be \$20 each and that will yield a \$4,000 profit, which will be clean and clear, no expenses. It seems more in keeping with the mood of how financially strapped so many businesses are, not to have to go and ask anybody for

anything. And, we're thinking of offering five or six different sort of prizes. So, it will be a virtual drawing and we wanted to... Well, I'll tell you what some of the items are because that'll be interesting.

Irit Granger:

But first of all, we were hoping to ask each board member to sell 10 tickets which will help us get on our way. So the items that we're thinking of raffling is the treasure chest of wine and alcohol that we usually do. And once again, we're asking board members to contribute a nice bottle of some kind, something high quality whether it'll be wine or alcohol. Ashleigh, is going to call Mitchell Oil and get a gift certificate from them because we thought that's something that people would appreciate. I'm going to sponsor a local restaurant sort of offering, \$50 each to five different restaurants. Also, we were hoping to get a sponsor to have a local retail gift certificate package, Sarah Wiggins Photography session, and some sort of a book package.

Irit Granger:

And, we're looking for sponsors for each of those things. I think we have a couple already. Mitchell Oil obviously is one, the board of trustees is another with regards to the wine and alcohol, me for the restaurants, and Sarah Wiggins for the photography. We're still working on a couple of other things I think. Ashleigh, was going to approach someone about the local retail. And, we would sell those tickets at the library, via social media, maybe run an ad in the paper, put posters in area shops and in front of the IGA, maybe do a little sales promotion there on a Saturday morning, we'd probably could sell loads of tickets that way. And so, that's what we were thinking. Well, how does that sound to you guys?

Mariya Hurwitz:

I think it sounds great.

Karen Cardillo:

Yeah.

Irit Granger:

It's much less effort although we do have to design a ticket, I guess, and a poster. And I think Dee, was going to contribute her creative writing abilities to Ashleigh, and they were going to put their heads together on that.

Ashleigh Blake:

That's already started with some of the graphics package, so Dee and I can get together and...

Irit Granger:

Perfect. So, I think-

Laura Jagodzinski:

I like the idea.

Irit Granger:

... asking trustees to sell 10 tickets each I hope is acceptable and...

Laura Jagodzinski:
Absolutely.

Irit Granger:
... get on our way?

Laura Jagodzinski:
Yep.

Irit Granger:
We're still looking for a couple of sponsors. I didn't mention that we wanted each of these gifts no matter what, except for the wine and alcohol, to be of a value of \$250.

Dee Ratterree:
And selling the tickets at \$20 each, right?

Irit Granger:
And, the tickets are \$20 each. Yeah.

Dee Ratterree:
I just want to add because we figured out, sat down and did the absolute math, and for all the insanity of the cheese board, charcuterie board, would maybe... made \$1,000 maybe. And when I talked to Bonni, about it she said they weren't even really making any money off of this. So, she was I think probably happy to be let off from this year's. And, I asked her to please save next year for us.

Irit Granger:
Oh, that was good.

Dee Ratterree:
I think this is the only sensible thing to do.

Irit Granger:
Mm-hmm (affirmative). I think it fits the mood as well. It's not asking for too much, and yet it's still trying to have some fun and raise some money for the library.

Dee Ratterree:
And, we'll do live drawing via Zoom, right?

Irit Granger:
Yeah.

Dee Ratterree:

Real live drawing so that people can participate. Maybe they can send in their photos of their celebrations that we can run.

Irit Granger:

Yeah, we talked about that. Ashleigh, was... We talked about people taking pictures or selfies and adding that to social media just to make it more fun. Actually, that's very nice idea that Ashleigh, had.

Karen Cardillo:

Barbara, has a question, Irit.

Barbara Ireland:

No, I just was going to say I was hoping we could maybe sell more than 200. So, we can maybe print some extra tickets. And, we will. I would like to come to the meeting between Ashleigh and Dee, because we may have to talk about what the tickets should look like in relation to what's going to be expected of us in terms of what we need to have on the ticket from the state.

Irit Granger:

Vis a vis permits and so on.

Barbara Ireland:

Yes.

Irit Granger:

Yeah.

Barbara Ireland:

Okay. I don't have any information on that yet. I talked to Ruth, she's supposed to get back to me. Okay.

Irit Granger:

Well, we're meeting again on November 5th, to hammer out more details. And once we do, we'll let everybody know when the tickets will be available to sell. I think selling them in front of the IGA on a Saturday morning could be very productive for us. So, we should start talking to Mike, about that as well to settle on the-

Mariya Hurwitz:

Did you guys talk about if somebody buys five or six tickets, giving them six for the price of five or anything?

Irit Granger:

No, we didn't talk about that. But that's good idea. Yeah.

Mariya Hurwitz:

Especially if we're not going to limit the number of tickets that we sell that might be a way to get some more sold.

Karen Cardillo:

Mm-hmm (affirmative).

Irit Granger:

Good idea, Mariya. Any other questions or... anyone knows any sponsors that we haven't thought of yet that might like to sponsor \$250 item, they would have their name on all the posters, and cards, and literature, and social media, and ad in the paper, and all the rest of it. We'd give them lots of exposure. So, if anybody knows anyone that you think might consider it, it would be a book package or the local retail gift package of \$250.

Karen Cardillo:

I have somebody. I'll talk to him tomorrow. He's one of my customers, and he does a lot of gate and fence work up in Sherman. So, I'll see him tomorrow morning. So...

Irit Granger:

Oh, perfect.

Ashleigh Blake:

Kay, can I just ask, too? I know that we may end up with more sponsors than gift packages. Do you want to do more gift packages because I was going to contact Peter Collins, he usually sponsors, and Pamby Motors may. They sponsor sometimes too. So, I don't know if

Karen Cardillo:

And, Power Door will sponsor as well.

Ashleigh Blake:

Though, we may have more sponsors than packages. So I guess the question is, do we want to make some more packages or do we want to have sponsors with some other perk, or... I don't know something else like that.

Irit Granger:

I would have to come up with some ideas for packages. With this COVID world it's not that easy.

Lauren Kenney:

Well, like possibly golf rounds, they're worth at least that. So...

Irit Granger:

Mm-hmm (affirmative). Well, like where?

Lauren Kenney:

Quaker Hill, River Oaks, and we usually get possibility put the two together even.

Irit Granger:

Mm-hmm (affirmative).

Mariya Hurwitz:

Those are nice outdoor activities that people only feel comfortable buying.

Irit Granger:

Mm-hmm (affirmative).

Ashleigh Blake:

I think what we do have to keep in mind is this is a general drawing, not an auction. So they have to be universal in the sense like, "I don't play golf." I know we did discuss too the Mitchell Oil and that somebody might not live in town or Mitchell Oil, but on the whole most people like that. They're like, "Yes, free oil." But I think that's why the packages were designed as such with a restaurant package, a retail package, a book store certificate package so that their general, versus I know we've always used the auctions and that's great because people hone in on what they like and want.

Jennifer Laviano:

Just as an idea, maybe having something like your Netflix is paid for a year or something like that. Those indirect.

Mariya Hurwitz

I love that.

Mariya Hurwitz:

Yeah.

Lauren Kenney:

Good.

Ashleigh Blake:

So, maybe the pot gets sweeter if we get some more sponsors. There's more stuff to win.

Karen Cardillo:

Mm-hmm (affirmative).

Irit Granger:

Well, we still selling the same number of tickets though.

Mariya Hurwitz:

Yeah.

Ashleigh Blake:

Yes and no. I personally think we're going to sell over 200. It's one of those things where you pick away kind of \$20 at a time, and all the people that usually buy tickets for the event it's a lower price, so they may buy two or three.

Lauren Kenney:

Right?

Karen Cardillo:

Mm-hmm (affirmative). All right.

Irit Granger:

Were you're going to say something Ro?

Ro D'Ostilio:

Yeah. I don't know that I would saturate it. I think that those gifts, the universal feel of all those gifts anyone would want to win any of those six packages. If we saturate it too much, we're still going to sell the same amount of tickets probably.

Irit Granger:

That's what I just said. Yeah.

Ro D'Ostilio:

Yeah. So, I'm with you on that, Irit.

Irit Granger:

Yeah. I think we should just focus on this. We got some nice, and we've got three prospects for sponsors. So, let's just contact those people and see where we are if that sounds good.

Laura Jagodzinski:

Yep.

Irit:

Okay.

Ro D'Ostilio:

The other one is for something else later. Hold that off if we need it for this [

Karen Cardillo:

Okay. All right. Thank you, Irit.

Mariya Hurwitz:

Laura, you're muted still.

Laura Jagodzinski:

I got it. So, I was just going to say if anybody has an idea other than for sponsors that hasn't been mentioned just... Irit, why don't you just be the point of contact so we don't make any phone calls until you clear somebody to make the phone call?

Irit Granger:

Okay.

Laura Jagodzinski:

We won't to ask more people than we have packages.

Irit Granger:

Right. Okay.

Ashleigh Blake:

That's right. I think that's my concern is if you ask and then have to pull back, then it's not great.

Laura Jagodzinski:

So, I would suggest Irit, if you just coordinate with whoever's been on the call and said that they would do a sponsorship just to clear them.

Irit Granger:

Right. Well, Karen, you're going to talk to someone tomorrow, correct?

Karen Cardillo:

Yes. I'll talk to him tomorrow.

Irit Granger:

Perhaps Collins-Morrow.

Karen Cardillo:

Yes.

Irit Granger:

Okay. Well-

Ashleigh Blake:

Yeah, Mitchell.

Irit Granger:

Well, Mitchell. Yes. But yeah. Okay.

Karen Cardillo:

Okay. Very good. All right, let's move on. Strategic plan. Here we go again folks. I'm going to send out an email to everybody regarding the strategic plan and what we came up with as the outline and format of it, what it exactly looks like. Now, when you get it you'll see it's not loaded with detail. It's just an outline. So, it's kind of a beginning of creating a plan and each of the aspects of the plan, which would

be, of course, marketing, finance, facilities, that sort of thing. So, I'll send that out in the next day or so. Take a look at it. I'd really like to be able to get this passed and working on.

Karen Cardillo:

Believe it or not, we have been working on it without even knowing we're working on it, because of all the changes that have been made because of COVID. And having to go virtual, and having to, and of course, increase our membership online. So, when you look at some of the suggestions of this outline, you'll see that we're already actually working on it strangely enough.

Karen Cardillo:

One item I'd also like to bring attention to the strategic plan, was that as part of the growth of the library, in terms of membership, programming, et cetera, et cetera. One of the plans is to relieve some funds for Ashleigh, to be able to hire somebody else. And I think that's very important that we really look at it and consider it sooner rather than later, and give Ashleigh, that ability to plan for some relief moving forward. I know Ashleigh, is working a tremendous amount of hours right now. And it's not that she's complaining at all. She's sitting right here. She would complain. She would shake her head. It's not that she's complaining, but I as an executive on the executive committee I see that. I see how hard she's working. And, the plan was to ramp up slowly in administrative kind of things and hire somebody. It seems to be because of COVID, we've ramped up dramatically and have thrown this in, Ashleigh's lap. And, I think she really needs some relief.

Karen Cardillo:

So, I think I'd like everybody to really take a look at that part of it as well as hiring staff that she's comfortable with and be completely her job, we just have to make sure she has the funds available for her. And, that's our job to make sure those funds are available. So, that's it. So next month on the November meeting, hopefully we'll be voting on the strategic plan. If anybody has any questions on it, and just a little background for those of you who were not here during this whole strategic plan thing, back when we hired Ashleigh, even before then, when I got on the board six years ago, one of the things I wanted to do was create a strategic plan. And, the idea of creating the strategic plan was to make sure that the library was prepared for the future both financially, facilities wise, marketing, and be ready for whatever was thrown at us.

Karen Cardillo:

Well, lo and behold, what was thrown at us was COVID and nobody could have been prepared for that at all. But what happens in a strategic plan, which is fluid by the way, just because you have a plan doesn't mean that this is how it has to be. The people working on the plan within the board, recognized that just because it's there doesn't mean that it has to remain there as part of the plan. These are fluid. Things change. Maybe we get a large donation or something which changes the aspects of the investment account maybe. And, or we have a great marketing idea on something, and that changes. Not what we had planned. But the point of the strategic plan is to keep moving forward in everything that we do for the library. And what we're doing is not only creating a plan for us currently, but we're creating a plan for boards moving forward so that they will not drop it, they will just keep building on it, and building on it, and building on it. And before you know it, you don't really have a strategic plan. Your plan is embedded and embodied within the board of trustees. It's just natural. They look at it as part of the budgeting process. They look at it as part of the marketing process, and funds fundraising, and membership, and that sort of thing. And, that's how the strategic plan lives within the board of trustees.

Karen Cardillo:

So as I said, I'm going to send this just one that one page document out to everybody. If everybody could take a look at and have any questions, please just give me a call and I'll be happy to answer your questions. We'll discuss it at the next board meeting and hopefully we can bring it to a vote. Any the questions? No? Good. Okay, thank you.

Karen Cardillo:

Board responsibility document. So, sure, everybody's had time to read this document. This actually also came out of the strategic plan. Came out of the planning part of strategic plan. It's not the first time this document's been seen. Originally, it was discussed in 2019, and then again in 2020. It's been resurrected to include some new language regarding payments to trustees. In essence, this document further expresses that trustees will not be paid for serving on the board, period. And, it's a document that you need to sign because it will be part of policy for board of trustees, which will include conflict of interest and this. We've always had a conflict of interest policy but we've never had quite a responsibility document like this. It is involved, there's no question about it. But it is not unusual for a board of trustees, especially a working board like we are, to have a document like this.

Karen Cardillo:

What it really does is it just explains our responsibility. And, it explains it to the members because it's available for them to see. So, if anybody has any questions?

Jennifer Laviano:

I do.

Karen Cardillo:

Hi, Jennifer.

Jennifer Laviano:

Hi. And, I'm sorry if I had... I'm not sure I've seen this document in previous meetings because I'm fairly new to the board. But I had a question about number 10 which says, under the trustee obligations. It says, "To participate in the majority of library events including education's cultivation and fundraising." So, thankfully, and it's a wonderful thing the library has a tremendous number of events. And, that term "events" could mean everything from children's, events to every book reading, to every knitting event. And, I think it's asking a lot of trustees that they're going to attend a majority of them. I understand the purpose of wanting to make sure the board is very active, I think we're fortunate to have a very active board, but just as we look forward to wanting to cultivate people down the road and be very clear about it, that gave me some pause.

Karen Cardillo:

I understand. And as you see up there, 70% of board and assigned committee, we try to... It used to say 100% at which point I was like, "I don't think that that's going to work because everybody actually does have a life, and we all have jobs, and so 100% is just completely unrealistic." I understand what you're saying about that. Perhaps we can find a different word to use there, Laura.

Laura Jagodzinski:

Am I muted?. So, it's interesting, Jen, when I saw events, I didn't think programs. Right?

Jennifer Laviano:

Okay. Maybe we want to say, (holiday party, fundraisers) or something.

Laura Jagodzinski:

Yeah. So, those would be fundraisers. So, I think it should be the majority of the fundraisers. Right? I think it's good.

Jennifer Laviano:

Yes. That's perfect. That makes perfect sense.

Laura Jagodzinski:

I think it's good for the trustees to participate in as many programs where they have an interest and are able to. But I don't know that I'd really want to quantify the programs. Right?

Karen Cardillo:

Right.

Jennifer Laviano:

Agreed.

Laura Jagodzinski:

Maybe we take the word events out and just leave it as fundraisers.

Jennifer Laviano:

Fundraisers, which is I think is what you mean. Yeah.

Mariya Hurwitz:

What was meant by education's? I'm sorry I didn't pick up on that earlier.

Karen Cardillo:

I think it means... You know how we did the FOIA workshop? Things like that. That's what I think that that means.

Laura Jagodzinski:

And, we've not done a lot of those.

Karen Cardillo:

Right.

Laura Jagodzinski:

So, I think the essence of what we're trying to get out here is the fundraisers.

Karen Cardillo:

Okay.

Laura Jagodzinski:

So if I change the language to say participate in the majority of the library fundraisers, would that be good?

Jennifer Laviano:

Makes sense to me. Yeah.

Karen Cardillo:

I agree.

Mariya Hurwitz:

Yeah.

Elly Bockley:

Yeah, anybody wants to come to knitting they can.

Speaker:

I don't knit.

Jennifer Laviano:

That's wonderful and lovely. I just don't know that every board of trustee is going to come to a majority.

Mariya Hurwitz:

When I reinstate my classics discussions for kids, you guys all want to come, right?

Laura Jagodzinski:

I'm with you. Okay.

Karen Cardillo:

Any other questions?

Ro D'Ostilio:

I just want to say I really like the mission statement. Whoever wordsmith that did an excellent job.

Karen Cardillo:

That would be Laura, and Ashleigh, and Barb. Yes. And, Dee..

Laura Jagodzinski:

Cut and paste from several different places.

John Ehrenreich:

One totally trivial thing. Number six, there's a typo.

Laura Jagodzinski:

Yes.

John Ehrenreich:

Participate on at least one committee presumably it means.

Laura Jagodzinski:

Yes, that's what it's supposed to say. Thank you. So, number six should say, "Participate on at least one committee and assume leadership roles when asked to do so."

Karen Cardillo:

That's it.

Laura Jagodzinski:

Any other items of discussion or changes?

Karen Cardillo:

Okay. I'd like to bring this to a vote. We have a quorum here. So, I'd like to make a motion to approve the board responsibility document with agreed upon changes. Do I have a second? Jennifer, seconded. All in favor? Hands up.

Laura Jagodzinski:

Aye. Can I see John?

Karen Cardillo:

All in favor? Everyone? One hand, Elly. Let's not mess things up.

Laura Jagodzinski:

Okay, that's Jen seconded and all approved.

Karen Cardillo:

Nays? No. So, approved. Thank you. Well, we were going to talk about-

Laura Jagodzinski:

Karen...

Karen Cardillo:

Yes, yes.

Laura Jagodzinski:

One item. So, just in terms of next steps on this. So, I will make these changes. I will email the final document out to everyone. In the email I'll ask you to print it, sign it, and drop it off at the library for Karen, to sign, and I'd ask you to kind of target it for the end of the month if that's possible. If not, not later than our next meeting.

Elly Bockley:

We just have to sign the signature page and drop that over, right?

Laura Jagodzinski:

That is correct. Yep.

Karen Cardillo:

We'd like to get it up on the website as soon as possible.

Laura Jagodzinski:

Yeah.

Karen Cardillo:

Good. Thank you.

Laura Jagodzinski:

Thanks, everybody.

Karen Cardillo:

So, programming. John, had mentioned, and working with Dee, about helping out with some programming ideas and that sort of thing. I want to reiterate that anytime anybody does have an idea about programming, bring it to Ashleigh. She's always open for ideas. She gets ideas from trustees, she gets people ideas from the general public, et cetera. However, if you're going to come up with an idea, be prepared to help facilitate the idea. No dumping on Ashleigh, and running away. So, I'm sure they're all going to be great ideas, but we need to make sure that we're not dumping and running. That we're dumping, we're facilitating, and we're helping to manage it as well. So, John, do you have anything to say about this? You're muted.

John:

Nothing really more than you just said. Yeah, I was unclear as to whether there was a reason to have a committee or whatever. But I think the idea of simply conferring with Ashleigh, and proceeding in that way is fine. The one thing I had been thinking about a little bit was whether there are ways to leverage any of the programming toward raising money even if it's something little. And I don't mean charging for events, but even somehow incorporating into events, particularly on Zoom, just an easy way that people could make a donation if they chose to do so or something of that sort. So it's big bucks, but it might be a minor thing that could raise a little bit of money over the course of time.

Karen Cardillo:

Mm-hmm (affirmative). I agree. Every little bit counts. So, I don't really think that turning down any donations in any capacity is a good idea. But that's definitely something that Ashleigh, can figure out

how maybe it can be done via Zoom. I'm not sure. Some of the things that we do in fundraising, I think we've done this in the past so maybe I'm thinking of somebody else, is that haven't we done a Facebook sort of fundraising thing? Didn't we do that once?

Ashleigh Blake:

Where there's peer run, peer driven fundraising which is actually the way most fundraising is going especially for millennials, kind of, "I just donated to the library and you can too," or "It's my birthday and I've designated the library as don't give me a gift, I'd like to raise \$1,000 for library." So some of that has been done, some more of that can be done. That kind of falls into membership and fundraising too, because it isn't just a slapdash thing. You can ask a couple like, a trustee could say, "Hey, can you donate this?" And they set it up in Facebook, but it requires a system with links to donor site that's smooth so that people get that. But it's like Giving Tuesday, that kind of thing too.

Ashleigh Blake:

Actually, the appeal in May was driven mostly online with some letters sent out. That's how I created that and ran that. So, I know the trustees pushed that too with some friends and themselves. So peer-driven really is a force to be reckoned with, and it's kind of the future of fundraising for sure, but it's also one of those things where it's not just, "Go do this." It has to be real. It has to be organized and set about in a manner that is cohesive instead of kind of shotgun style. When we have presentations I can certainly say, "This is brought to you today by the Sherman Library."

Ashleigh Blake:

In the chat bar, you'll notice there's a link to our donation site, "If you would like to show your appreciation for us in the programming that we do, we would appreciate that." I can certainly do that. When we had programs in the building every once in a while, not every presentation, but I'd usually have a membership form set up at the back of the room and I'd mentioned it and say... And, that's how we acquired some people from other towns as members because they came to the library and enjoyed the programs. So, that's an easy low hanging fruit. I can definitely put that in the chat bar and mention it during presentations. But kind of peer-to-peer, I know we're talking about donor systems too, a new donor system potentially, and a lot of the new donor systems have a vigorous avenue for that, which would be a good thing.

Karen Cardillo:

Good. Now, when is the library anniversary of the grand opening? I should know the answer to this question but I don't.

Ashleigh Blake:

It was spring. So, we're in our sixth year.

Karen Cardillo:

Okay.

Ashleigh Blake:

I believe it's late March. It's on the plaque as you come in the door.

Karen Cardillo:

Right. Right. Just an idea, maybe we can do a sixth anniversary online fundraising event for the anniversary of the new library.

Ashleigh Blake:

Yeah, at that point it'd be seven years next year. So, that would be the seventh. That's kind of would be around the time that we did the May appeal. It does get a little confusing with some people with membership, what's a membership drive when we start to stagger things a little bit versus what's just a giving event. So, it's definitely something we could talk about. It's always good to rally fundraisers around specific events or make it an event itself. So...

Karen Cardillo:

Okay, good. Any questions about programming or anything like that? Comments? Very good. Thank you. Facilities. Advisory committee to the executive director of this Facilities committee thing. So, go Ashleigh.

Ashleigh Blake:

So just to remind the board, the facilities committee is actually an advisory committee. So, they meet with me and we have Irit from the board of trustees as a trustee member in the group. But they are not like the membership committee or investments. There will not be minutes. They do not make decisions on, "Let's hire this painter." What they do is they're people from different fields of expertise, and they weigh in and give me their opinion like, "I think you should weld this to this, and maybe you want to look into this," so that when I come to the board with something, it's already been fine tuned. So you guys don't have to get bogged down in the nitty gritty, I just offer you the options and you say, "Yay, we vote on this."

Ashleigh Blake:

So the committee met, and we hadn't met in a little while. So, I gave them the lowdown on everything that's been done since we last met and some things that are problematic right now. We obviously know that the barn and portions of the building need painting. I have gotten some bids. At this point, I had started getting the bids in March, but then COVID hit. So, that threw everything up in the air. At this point, we probably would not be painting until spring because winter is coming. The committee looked at the bids and they said, "Let's get one or two more." So, I'm going to work on a couple more. We are trying to stay local, but I'll continue to do that and we'll look at that. And then at that point, I'll bring it to the board probably December, January to say, "These are our options. What does the board think?" Just know that it's on the horizon, we can't put it off any longer. The barn is shedding on some sides, and the paint is peeling on the other side. So, it's something that we do need to address.

Ashleigh Blake:

The carpet needs cleaning. It hasn't been cleaned since it was installed. I did have some people come in May and take a peek, and I got some bids that ranged from \$1,677 to 2,400. Some of the guys were like, "Yeah, this is really past due. If you let this go any longer, you're going to be replacing your rugs." So, they do have wear and tear from our soirees, and holiday parties, and spilled wine, and the teen zone too. So, it's time. The facilities committee thought on it. They were like, "Ashleigh, you decide." Because some of this is just what I'm comfortable with as far as working with the person. So, I asked the board because that's something that I'd like to get started on sooner than later. And because we aren't going

to have another holiday party this year, we don't have to worry about cleaning and having it trashed right away. We'll get a little span of time before people are using it with drinks and things again.

Ashleigh Blake:

The \$1,677 one, the man said he could do it over two days, while the one that's \$2400, he said he would do it in a day. But I don't see much difference other than that. So I don't know what the board's feelings are if you guys prefer to set a cap and vote on that, or if you would prefer to select one, I could send the bids to you as well to see, but that's getting kind of caught up in the fray too.

Mariya Hurwitz:

Ashleigh, just a couple questions. Are there any other major projects that the facilities committee is looking at other than the painting that would sort of be more capital in nature?

Ashleigh Blake:

Well, I know the carpets, I guess would be considered...

Mariya Hurwitz:

Expense.

Ashleigh Blake:

An expense. Let's see here. We do need to address the patio, down in the lower level is sinking and the stair treads are popping off, which, when we have book sales, people go down there. So, I'm getting to a level where I'm concerned a bit about somebody getting hurt. So, I have to start getting bids to rejuvenate that to kind of decide why it's sinking and to prop it back up, as well as the front steps in the front walkway are kind of shelling away too. So I would get a bid from a couple people for both of those, and that's something that I would bring to the board. That is not quite as pressing but if we have a book sale, then it does become maybe a safety issue. We do need to get our septic pumped. But that to me is regular maintenance.

Mariya Hurwitz:

Yep. Yep.

Ashleigh Blake:

And, we do have various things that the building is... I know it's new, but it's that kind of new but getting old. So, the doors are gapping in certain areas that I brought to the committee, and their feeling was, "You need a handyman." Somebody that does all these kind of small jobs that aren't big enough for contractors but need to be addressed. You can't keep on saying, "Well, that's not a big job." So, I'm going to start a search to try to find somebody or a couple people that could fit that bill that could be called upon from time to time for those random things, like there's gaps in the door, air is getting in and bugs, can you fix that? That was a big push from them for something like that to solve the smaller problems. But I wouldn't see those as large capital projects, but the painting...

Mariya Hurwitz:

The painting and stonework.

Ashleigh Blake:

Yes.

Mariya Hurwitz:

Okay. So with the painting, I know you're going to get some more bids, what's the sort of range that you're seeing?

Ashleigh Blake:

Right now, one of them is not as comprehensive as the others. So, that one starts at around \$6,000, but it doesn't include everything, and it's not detailed on prep, how many layers of paint, things like that. The other two range from... Sorry, I'm trying to find the number in here. Around \$16,000 because it's the whole barn.

Mariya Hurwitz:

Okay.

Ashleigh Blake:

The side panels of the building, power washing the whole building, and then potentially, what is in that but could be moved out is the trim around the brick portion of the building, which is shelling too. And so, I did have two of them break that out, the barn and main part, and then the old portion. If the board decided they wanted to do it in phases, that could be done. But if things get shelly and rot, then you have to repair that then. And, there are some repairs that need to be done too. There are some rotten boards at ground level that need to have somebody come in and redo some clapboarding and some trim work before it can be painted.

Mariya Hurwitz:

Okay. I want to give other people a chance to ask questions. The last thing I want to say about it is just, we put \$5,000 in our annual budget for some nature of capital improvement that we wouldn't need to go and get extra approval to remove from the investment account. But I think when we're getting up into a number like 16,000, that's a separate discussion that we would need to talk about, where does that funding come from and et cetera. So, I'll let other people ask questions. I don't want to...

Ashleigh Blake:

Okay.

Jennifer Laviano:

Actually for the carpet, for the cleaning, you said one, it would be two days and the other would be one. Does the library have to be closed during that?

Ashleigh Blake:

No. For the one day person I said, "Well, we're closed on Mondays. So could you do that? And could people come in the next day?" And he said, "Yes." The other person who said the two days, he said he could come on Sunday and Monday. So, I'm trying to push it for a time when the library is naturally closed so that we don't have to close that day for it, because obviously everybody has to get out for that

because almost the whole building is carpeted except for the program room and the main old portion, so we couldn't be working on site at the same time. Barbara? Oh, sorry.

Barbara Ireland:

Do we have any reviews on either one of them, the carpeting, for company references that would...

Ashleigh Blake:

I can ask for references. And, the facilities committee and heard from both of the companies and they were decent. At some point too you get so granular where it's like, "I need another bid, and another bid, and we need references on this," that it gets to be this mounding thing that needs to be done. I don't know that it was at this level before. So, we're trying to have oversight definitely but I don't have. For the painting ones, two of them were recommended by one of the facilities persons. It's a high end contractor and does a lot of work. So, he felt that they were good quality painters. Another facilities committee member suggested another person to contact that I will, that they felt to have done a good job too. And that's one of the reason that they exist, because these are all people in the field, so they kind of act as a vetting device too that they know reputations, they've worked with these people, and they know that, "Okay. Yes, he shows up like he says he will and he'll complete the project."

Karen Cardillo:

I think that details of the bids can be discussed on an executive session.

Karen Cardillo:

Okay?

Ashleigh:

Ro, did you have any other questions?

Ro D'Ostilio:

No, I'll wait.

Karen Cardillo:

Okay. Anything else?

Ashleigh Blake:

Yes. One more thing about the heating cooling unit. I wanted to know that was in the strategic... I'm sorry...It was in the director's report that unit three and four went offline at one point. It turns out that there was some damage to the line, and so it was inhibiting the refrigerant from getting through which triggered the system. The technician felt that it was from somebody stepping on the lines. So, he couldn't pinpoint the time but I will say that it's not... On the back, it's about two feet from the back of the building, and the pipes are exposed but with some foam tubing on them, that it's something that we want to probably look at in the future as fencing around a little bit so that people can not walk through there.

Ashleigh Blake:

Like I said, the kids do play back there and run by. I'm not blaming them because I didn't see anything. They said a landscaper or somebody could step on it too trying to get in between, but it gets to be expensive to repair things that don't need to be broken in the first place. So, I'm going to work with the facilities committee to get some kind of pricing for a small fence around that area just to protect that because it's a weak point for people to step on it and damage it. And, we don't want to have that happen especially with the air and the heat. We don't want to lose that for a period of time, and especially with COVID. Want to keep the air flowing.

Karen Cardillo:

Okay. All right. Any other question?

Laura Jagodzinski:

Last question. Ashleigh, do you need a decision today on any of these? Are these things that we think we can decide in our next meeting.

Ashleigh Blake:

Okay.

Laura Jagodzinski:

No, that was the question. Do you need a decision today on any?

Ashleigh Blake:

As far as the painting, the committee advised and I agree that it's going to be spring. So it gives us a little bit of time for budgeting and thoughts on that, as well as getting a couple more bids. But I will say that painters are booking for that time now. So we decided in March, we probably wouldn't have somebody painting it till fall. So, there is that lag time. So not today for the painting, obviously, because I don't have another bid which facilities committee had requested. The carpeting would be nice to get moving on because it is advanced, and it needs to be addressed. And, it has not been done in six years. So, I think that's something that will probably end up being a maintenance item every couple of years, just like servicing the elevator, and checking the heating and cooling system that will need to be cleaned too. So, that would be helpful as far as the carpeting goes. I can wait another month if the board wants to think about it some, if that's more comfortable for you.

Karen Cardillo:

I think we can put that in as a budget item. Mariya, what do you think giving Ashleigh, a budget to move within on this carpet cleaning thing?

Mariya Hurwitz:

Yeah. I think we have a maintenance category, and we might go a little bit over but we'll come under somewhere else. It'll be okay.

Laura Jagodzinski:

So, Karen, by that do you mean saying you have up to...

Mariya Hurwitz:

Oh, a dollar amount.

Laura Jagodzinski:

\$2,500 to spend towards the handling of carpeting. That's what you're suggesting.

Karen Cardillo:

That's what I'm suggesting

Mariya Hurwitz:

Okay I'm sorry. Sorry, Karen. Okay. Let just do a quick peek here. It's hard for me to tell without digging in exactly what we put our budget for maintenance is \$22,000 for the fiscal year. I can't tell without digging a little bit what we used to build that number.

Karen Cardillo:

Ashleigh, can we give you an approval next month? Would that be a little bit out of your, so Mariya can just dig a little?

Ashleigh Blake:

That's fine. That's fine. And we may want to think too about the septic. That too was a regular thing. It hasn't been done since the system's been put in. So, we kind of need a baseline too.

Karen Cardillo:

Okay. Do you have any numbers on that?

Ashleigh Blake:

I don't. I can start calling around. I did call Tim Beatty, because I think he helped work on the install, to find out information about it, and he had no knowledge of it being serviced in the interim time. And, he suggested a couple people to try. So, I can call them and then we'll see what we get. If they look at it and they're like, "It's good. You're good for four years," then it's something that we'd only look at doing every four years.

Karen Cardillo:

Mm-hmm (affirmative). Okay. All right. So why don't we do this, why don't we put this on the agenda for next month, approving a budget for Ashleigh, for the carpet cleaning and to the septic, and Mariya, can do a little bit digging in the expense account.

Mariya Hurwitz:

If you don't mind. Thank you.

Karen Cardillo:

Yes. Okay. Very good. All right. Any other questions? Okay. Next on the agenda is going into executive session where we'll be discussing a trustee vacancy. I will make a motion to enter into executive session. Can I have a second?

Barbara Ireland:

I second. Yes.

Karen Cardillo:

Yep. All in favor? Any nays?

Laura Jagodzinski:

Hold on, Jen. Could everybody just hold them up one more time. Okay, good.

Karen Cardillo:

Nays. So, passed. In the meantime, Ashleigh, sent everybody a link. I was on the wrong link earlier by the way I was really not that late. So, now I'll get on the right link. And, since we don't have a vote for this executive session, it's merely a discussion, I will move to adjourn this meeting. Do I have a second? Irit? All in favor? Everybody. No nays. Thank you very much. 6:49 p.m. and we'll see you in the next meeting. Thank you.