

THE SHERMAN LIBRARY

BOARD OF TRUSTEES

Minutes of the January 8, 2024 Regular Meeting Held at the Sherman Library

BOARD MEMBERS:

Present: Barbara Ireland (President), Katy Osborn (Vice President), Amanda Croasmun (Secretary), Sharon Kleinberg (Treasurer), PD Villarreal, Jeff Matusow, Irit Granger, Suzanne Telsey, Charlotte Rutsch, Dee Ratterree, John Ehrenreich

Absent: Christy Seewagen

Quorum Present: Yes

Others Present: Ashleigh Blake (Executive Director)

CALL TO ORDER: Barbara Ireland called the meeting to order at 6:35 PM.

Minutes

- Reviewers of this meetings minutes (John and Irit)
- Approval of the prior minutes from November 13, 2023 (Dee and Charlotte)

APPROVAL OF PRIOR MINUTES: Barbara Ireland moved to approve through unanimous consent the minutes of the November 13, 2023 regular meeting. There was no objection and the minutes were approved.

Reports

- Director – Ashleigh gave a library update on the months of November and December. Library attendance for programs was well attended for both Nov and Dec despite being a usually busy holiday time when attendance may decline. November the library hosted two joint events, one with the Sherman Historical Society and one with the Sherman Fire Department; both were well attended. Monica continues to have very well attended children’s programs with attendance actually increasing during the month of Dec. Ashleigh did an adult take away craft program for the holidays, which was also well received.
- Secretary – There was no secretary’s report.
- Treasurer
 - Operating Budget – Sharon reported that the fiscal year is going very well and fundraising has been very successful. There were no questions for Sharon on the operating report.
- Committees
 - Investment – Jeff reported that the account has seen around 7% growth.
 - Nominating – There was no nominating report.
 - Programming – There was no programming report.
 - Fundraising – Fundraising, Update on Gala Plans, Silent Auction part of the Gala, Fall Book Sale, Soiree Winter Pop-Up, Golden Ticket, Facilities
 - Ashleigh reported that the Gala was a great success with the highest attendance and net revenue in its history. There were 219 tickets sold and 55 items offered in the silent auction. The event generated over \$33K for the library. Irit thanked all the Trustees for their hard work gathering silent auction items and reported that

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all silent auction items sold. She also thanked everyone for all their work with planning, set up, decorations, execution and follow up.

- Amanda reported that the Soiree Winter Pop-up Shop generated over \$1,100 and helped move a nice amount of winter Soiree inventory.
- Dee and Ashleigh reported that the Golden Ticket fundraiser will kick off in February and Trustees will be asked to sign up for days to sell tickets outside the IGA. A sign-up sheet will go out shortly. The drawing will take place on April 1st.
- Facilities – Ashleigh reported that the facilities committee assessed needed repairs on the building. In addition to small repairs identified it has been 10 years since the interior of the library was painted. A painting estimate has been provided by George Apap and an additional estimate will be provided by another company so the Board can budget for the expenditure.

EXECUTIVE SESSION

Trustee Vacancy, Staffing and Strategy:

Barbara Ireland motioned to move the meeting into Executive Session at 7:20 PM. Dee seconded the motion. All in favor. The motion passed.

RETURN FROM EXECUTIVE SESSION: Barbara Ireland noted the return from executive session at 7:56 PM.

Unfinished Business

- Annual Appeal, Membership – Ashleigh reported the end of year appeal went out after the Gala with good response.
- Grant Application from State of CT – Ashleigh reported that the library was approved for the Fiber to the Library Grant and we are waiting for more information on next steps.
- Ad Hoc Committee on Feasibility and Liability of Electric Vehicle Charging Stations – PD reported that the committee does not advise moving forward with a vehicle charging station at the library due to the high expense to install at the library.

New Business

- Adoption of the Draft 2024-2025 Annual Budget to be presented to the Board of Selectmen – Ashleigh presented the proposed budget for the library. The budget reflects an 8% increase for next year. Discussion took place. The increase in budget is primarily driven by the anticipated painting of the library interior, cost increases in programming for adults and children, cost increases in books and technology and cost increases in fundraising and community outreach.
 - Barb made a motion to adopt the Proposed Budget for the Sherman Library for 2024-2025 for submission to the Board of Selectmen for their review. Dee Ratterree seconded the motion. There was no further discussion. All in favor. Motion passed.

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- Library Policy Update – Amanda reported that the policy tracker shows that the following policies should be reviewed in 2024 to determine if policies are still current and valid: Art Exhibit (Mar 2019), Computer Use & Internet Safety (June 2018), Personnel (Oct 2019) and two new policies to be created for Photography & Recording and Social Media.
- Library of Things – Ashleigh proposed opening a Library of Things for patrons to check out in addition to books and media. Items to consider include CD players, hiking backpacks for kids and other small items. The library does not intend to loan out tools.
- Announcement of next meeting of Board of Trustees – The next Board of Trustees meeting is February 12.

MEETING ADJOURNED: Barbara Ireland moved to adjourn the meeting at 8:55 PM, Dee seconded the motion. All were in favor. The motion carried.

NEXT MEETING:

Regular Board Meeting: February 12, 2024, at 6:30PM