

Speaker 1:

... [inaudible 00:00:01].

Mariya Hurwitz:

Okay, this is Mariya Hurwitz, President of the Sherman Library Board of Trustees. Today is Monday, January 10th. This is the monthly meeting of the board. This meeting is being held remotely via Zoom. I am calling the meeting to order at 5:33 PM. I would like to turn it over to Laura for covering the approval of the minutes.

Laura Jagodzinski:

Thank you, Laura Jagodzinski. Thanks Dee and Caitlin for reviewing today's minutes. If there are no objections, I moved to approve the minutes from the November 8th meeting. Any objections? All right. There are no objections. The motion is so approved through unanimous consent. Back to you, Mariya.

Mariya Hurwitz:

All right, thank you. This is Mariya. I would like to make a motion to move into executive session to discuss staffing, trustee vacancies, and strategy. The time is 5:34 PM. Can I just have a-

Laura Jagodzinski:

I'll second.

Mariya Hurwitz:

[crosstalk 00:01:12] thank you. Thank you. All right, so Jamie, you can stop. Okay. This is Mariya Hurwitz, Sherman Library Board President. We have returned from executive session. The time is 6:36 PM.

Mariya Hurwitz:

All right, so the next item on our agenda is reports. The director's report for reports for November and December were previously distributed. Please know Jamie had distributed a revised November director's report this morning, which hopefully you all saw. Jamie, do you have anything to add that wasn't included in your reports?

Jamie:

I don't believe so. Does anyone have any questions?

Mariya Hurwitz:

Perfect. Okay. Thank you. Mariya Hurwitz again, next up the secretary report, which again, you've all seen. Laura, do you have anything else to add to the report?

Laura Jagodzinski:

I do not.

Mariya Hurwitz:

Any questions for Laura? Okay. Next is the treasurer's report, which is also in the board package. Henry, did you have anything to add to the treasurer's report?

Henry Cooperman:

No.

Mariya Hurwitz:

Oh, that's okay if you do.

Henry Cooperman:

I just wasn't sure if you were going to cover the maintenance or do you want me to cover that now? Because I know you sent out the additional document.

Mariya Hurwitz:

So I think you had, now I'm trying to find the page with the treasurer's report. You mentioned where we stood with [crosstalk 00:02:52].

Henry Cooperman:

Yes, I did mention the maintenance and the-

Mariya Hurwitz:

Yep, yep. We're good. The maintenance detail I out is for the budget coming up later.

Henry Cooperman:

Okay. Got it. Oh, I see.

Mariya Hurwitz:

Yeah, no problem. Did anybody have questions for Henry on the treasurer's report? Okay. Let's move on to committee reports. Henry, actually back to you for investment committee. Did you have anything to add to the report you provided in advance?

Henry Cooperman:

No.

Mariya Hurwitz:

Okay. And any questions for Henry on his investment committee report? All right. Henry again, with you for the nominating committee report, did you have anything to add to the nominating committee report?

Henry Cooperman:

Not at this time.

Mariya Hurwitz:

Okay. And any questions on Henry's report? All right. So now we'll move to the fundraising committee report, which you're provided in advance. Irit, did you have anything to add to the report? I'll do the votes.

Irit Granger:

Yes. First of all, part of what was sent out in advance was the new fundraising charter that was circulated the fundraising committee. And I wondered if there was any questions on it or objections. And if there aren't any, then we can approve it through a unanimous consent.

Mariya Hurwitz:

For [crosstalk 00:04:25] is this the revised fundraising charter that you're [crosstalk 00:04:28]?

Irit Granger:

Correct. It was included in the bundle that was sent out. And if there are no objections, I move to approve the fundraising charter. Is there a second?

Laura Jagodzinski:

You don't need a second.

Irit Granger:

Sorry.

Mariya Hurwitz:

[crosstalk 00:04:43].

Laura Jagodzinski:

Nobody objects. It's approved.

Irit Granger:

Sorry.

Mariya Hurwitz:

No, that's great. No objections, perfect.

Irit Granger:

Further, the report, which I hope people will read. If not, if they haven't done so already, please do because there are opportunities for people to join committees. And it's important to have foyer participation. Also, there is a description of a potential new fundraising event, a one-off event. I'd like to know if there's any discussion, questions, or objections to it as it was outlined provisionally?

Laura Jagodzinski:

So this is on the dine around?

Irit Granger:

Yes.

Laura Jagodzinski:

Okay. That was my only question just to make sure I had...

Irit Granger:

Sorry.

Laura Jagodzinski:

That's okay.

Henry Cooperman:

I actually, I do have a question for the... Maybe this is for a combination of the fundraising and membership. When we are looking to do all these different things, is there any way that the board might consider aggregating what a person contributes at their membership level, and what they might do for the gala, for the proposed dine around, for the golf outing?

Irit Granger:

You mean a donation history from that one individual?

Henry Cooperman:

Exactly. Yeah. And that would take them to a higher level of membership because everybody likes to see their name in print.

Irit Granger:

Jamie, I don't know if I...

Jamie:

So I think that's a great idea. Right now with our current donor management software, that has not been possible previously. We are moving to a new software that, and I won't get into the details of it here, because it's just not appropriate, but we will be able to track that. And if the board, or the fundraising committee, or membership committee decides that they would like to utilize that to change people's membership designation, then we can absolutely do that. But I would ask that we wait 'till we have the current fundraising software in place and then have a meeting shortly after that gets instituted.

Henry Cooperman:

Because I'm thinking about, and I love the idea about the dine around [inaudible 00:07:26]. Is that if a person, let's say we're going to sponsor a dinner for 10 people and it's cost me \$50 a head, would I get a letter from the library for-

Irit Granger:

Yes. That would be an in-kind. That would be an in-kind donation.

Henry Cooperman:

... an in-kind donation? So now that \$500 donation in addition to whatever else somebody else is doing might get them to a higher level for a donation history.

Irit Granger:

I think that's a good a thing to shoot for in general. Yes, absolutely.

Henry Cooperman:

Okay.

Irit Granger:

But with regards to the dine-arounds, I was pulled the date, looking at the fundraising calendar. And speaking with Jamie, MD actually with whom we met this week. And we were thinking September 10th could be a good possible date for this in terms of it being after the golf, before the gala, all the rest of it, and while weekends are still here. So if there aren't any objections, I would like to move to approve through unanimous consent a one-off time dine-around fundraising event slated for September 10th. Plans and details of which will be fleshed out by the fundraising committee in the weeks to come.

Jamie:

And it's my birthday.

Irit Granger:

Well then even more magical.

Laura Jagodzinski:

Can I-

Irit Granger:

So-

Mariya Hurwitz:

Laura, go ahead. Laura. I think Laura's got a question.

Laura Jagodzinski:

... Yeah. I think if we make a motion and vote on September 10th, then you have no leeway. So-

Irit Granger:

... No, I-

Laura Jagodzinski:

... Do you want to vote on September 10th or do you want to-

Irit Granger:

No, I'd rather-

Laura Jagodzinski:

... change your motion?

Irit Granger:

... I'd rather it be for mid-September so it gives us some-

Laura Jagodzinski:

Well, I don't think your motion needs to specify a date. Does it?

Irit Granger:

You tell me, Madam secretary. I don't know.

Mariya Hurwitz:

I don't think it does either. I think she can just make a motion to pursue this event, and that we're all in support of it to be a determined date.

Irit Granger:

So then my motion is to allow the fundraising committee to pursue this event slated for later this year.

Laura Jagodzinski:

Any objections?

Mariya Hurwitz:

Any objections? And if not, then, so moved by unanimous consent. Thank you.

Laura Jagodzinski:

Yep.

Mariya Hurwitz:

Excellent. All right. Thanks. This is Mariya Hurwitz again. There was nothing to report in advance from the programming committee, but John, did you have anything that's come up since the board package was distributed?

John Ehrenreich:

I guess the only thing is the memo that Jamie sent around about the possibility of a program offered by an external group where essentially we would be able to offer it at a discount. So it is a charging for something. But I think we need to talk about whether that's something we want, not just in terms of this individual case, but more generally, if there's an external group that has a program that they collect fees for that they're willing to give us a discount for our members on.

John Ehrenreich:

Is that something that we're interested in? Several people did come in about it, but my own reaction is basically I don't see a problem with it as long as we're careful about the wording with which we offer such a program that it's not, we are offering it and we're charging a fee, it's that they are offering it and offering library members a discount.

Mariya Hurwitz:

Dee?

Dee Ratterree:

I understood, maybe this is wrong, Jamie, that in fact the library would absorb the costs that we would not charge patrons. Is that wrong? Go, Jamie.

Jamie:

That is correct. And so this is something that the Sherman Library has done in the past with other organizations, such as the Connecticut Historical Society. And there are several institutions like the Carousel Museum, which I'm interested in pursuing some-

Dee Ratterree:

Yes.

Jamie:

... programming with. Yeah. There's some cool programs. The one that John is speaking to is the New York Adventure Club. So these institutions all offer virtual tours or lectures. And the way that it works is that they coordinate with the library, and we're not the only ones. And they say, "Our programs cost X amount," or, "Depending on the program, we will charge you \$5 or \$10 per person." And you say, "Okay, we're willing to, let's just say, spend a \$100 dollars on this program," which is our breaking point in terms of a per program cost at this point.

Jamie:

And they say, "Okay, great. So this program is \$5 per person, and you'll give us \$100 dollars. You cap your event at 20 attendees." So the first 20 people that sign up, or maybe it's \$10 and we cap it at the first 10 people that sign up. And we advertise it and say, "We are hosting the," I'm going to make it up, "Jewish Carousel Makers of Coney Island available to the first 20 people that sign up."

Jamie:

That's actually a program. I didn't totally make that up. And so it's completely free. And we say that we are doing this in conjunction with the Carousel Museum and et cetera, and so forth. And everybody signs up at the appointed date and time. We send them the Zoom link. They come, they get the tour or the lecture, or what have you. They can do the Q and A, and then it's over.

Jamie:

So we've paid the institution there \$100, whatever our agreement was with them. We invite our patrons just as we would normally invite our patrons. The only difference is that we might cap it. And to be honest, we generally on a good day get about 12 to 13 patrons for an adult program.

Jamie:

And so it's not like we would be turning away droves of people if we had a cap of 10. And then that's that. They wouldn't understand it to really be anything different than any of our other programs. It's just that these people already have something that they've put together, and they're willing to work with institutions with reduced pricing.

Dee Ratterree:

And Jamie, would it have to be limited to 10? No. Right? I mean-

Jamie:

It depends on the entities. So I'm still working with the Carousel Museum. The Carousel Museum we're discussing, and this is a huge deal, \$45 for them to do a 45 minute presentation, a 15 minute Q and A. And we could invite as many people as we wanted.

Dee Ratterree:

... Nice.

Jamie:

It's phenomenal. Because the price for Zoom programming keeps going up. Most people want \$200 or more a program right now. And that's just not within our means. So the New York Adventure Club, what I've been working with them on is they said, "Well, you pick the program. Depending on the program that you pick, we're going to charge you either \$5 per attendee or \$10 per attendee. You can just open it. And as many people show up as show up, or can cap it because you know that you have a spending limit per program. And then when it's all said and done, we'll count how many people actually showed up, and we'll send you a bill on the agreed upon per attendee price."

Dee Ratterree:

Good. And the Adventure Club looks great. And the Carousel thing sounds fabulous.

Jamie:

Yeah. They're fun. And then you have folks, and we've actually, the Sherman Library has done this before. The Connecticut Historical Society gives wonderful virtual programs, but they're \$200 a program right now, which that's a lot for us for one program, unless it has stellar attendance. So I'm trying to find cheaper alternatives.

Mariya Hurwitz:

It's Mariya. I raised my hand. I'm calling on myself. I'm going to just propose that we move on from programming and maybe set this up, have a programming meeting in the next month, and then have this as a full agenda item for February if that's okay with everyone? Just because we didn't a lot any of this [crosstalk 00:17:03] question.

John Ehrenreich:

There is a programming set up for later in the month, Mariya.

Mariya Hurwitz:

Awesome. Okay. Thanks, John. And sorry, because it sounds like it's a good discussion. I just want to make sure we get through our whole agenda, if that's okay. I'm going to just take my hand down. Okay. So any other questions for John before we move on to the next item on the agenda?

Mariya Hurwitz:

Okay. All right. So moving in onto unfinished business and the policies item on the agenda. You were provided an update on the status of the child behavior and the multipurpose room policies, two different policies.

Mariya Hurwitz:

There are no updates at this time to those policies, but we noted that if we do modify the multipurpose room policy in the future to reflect any new technology that we might put in there, we will incorporate in some minor changes to the multipurpose room request form that supports that policy.

Mariya Hurwitz:

Jamie, did you have anything to add or Laura, did you have anything to add to my policies commentary?

Laura Jagodzinski:

No.

Mariya Hurwitz:

Okay. Any question? Oh Jamie, you're raising your hand. Sorry.

Jamie:

Sorry. My only addition is that the multipurpose room changes in technology. If the technology changes in the barn that we should reflect that as well.

Mariya Hurwitz:

In the policy. Yeah.

Jamie:

Yeah.

Mariya Hurwitz:

Yeah. Thank you. Agreed. Okay. All right. New business, next on the agenda is-

Laura Jagodzinski:

Mariya, it's Laura. Sorry. I just want to comment that if we have new technology in the barn, we may need to revisit the barn policy.

Mariya Hurwitz:

... The barn policy as well. Right. Yep. Okay. Okay. Thank you. Okay. Mariya again. So let's move on to the new business section of the agenda. First up is record date, as the pre-read documents state, during the September meeting, the 2022 record date was incorrectly stated as September 11th of 2021. It needs to be September 11th of 2022. I'd like to make a motion that we approve the corrected record date to September 11th, 2022 with unanimous consent. Are there any objections?

Mariya Hurwitz:

Okay. Approved. Moving on to annual acknowledgements. There was documentation in the pre-reads on the annual acknowledgements, process, and documents. Ro or Laura, did you have anything to add to that, to those updates?

Rosemarie D'Ostilio:

Just to look for an email coming from me within the next couple of days that will have all the information on it. And if you can get it back to... It'll have instructions on what you need to do with it, but if you can have the turnaround time be reasonable, that'd be great. That's all.

Mariya Hurwitz:

Well said.

Rosemarie D'Ostilio:

Thanks.

Mariya Hurwitz:

Any questions for Ro or for Laura? Okay. Let's move on to the final agenda item this evening. So in closing your board package are several documents related to the proposed 2022/2023 budget. So you have the actual, the proposed budget itself, the maintenance detail supplemental. So it's a schedule that gives you the detail that makes up our maintenance line item. And then a capital supplemental.

Mariya Hurwitz:

The 2022/2023 maintenance supplemental was sent out around 4:00 PM today. So Jamie and I spent many, many hours developing this proposed budget, and we looked at current year actuals, trends, forecast expenses. We looked at the fundraising forecasts that were developed with the all the members. Thank you for your contributions to those trackers and to your budgets. I'm going to turn it over to Jamie to take us line-by-line through the budget. Please remember to raise your hand if you have questions. I'll keep my eyes open for raised hands, and then I'll call on you by name. Okay. Go ahead, Jamie.

Jamie:

Sure. So find some copies. This number is down because we are one of the libraries that very proudly no longer fines our patrons for returning books late. So that number is comprised of our conscience jar and cost of copies and faxes. So I mean, we're obviously not going to make as much. Gifts and grants, this is a line item that is comprised of larger donations given from our donor base.

Jamie:

Some of whom have foundations, which are not classified as individual donation and that's why their gifts and grants. They can also stipulate that those be used for specific types of expenditures like large print books, or if particular type of programming was very special to one of our donors, they can stipulate that as well.

Mariya Hurwitz:

Excuse me, Jamie, it's Mariya. I just wanted to say that when Jamie and I went through gifts and grants, the trend for the current year that we're in, we did see trend downwards. We know the reason for some

of it. We don't know the reason for all of it. But we chose is to keep that number consistent with the prior year, because we want to make that level of commitment to the library that we're going to pursue those grants to the same level that we've been receiving. And not just see the trend go down out and accept it, but actually put effort forth to keep that number where it's been.

Jamie:

Yeah, we definitely need to go around and have some conversations with certain folks, and remind them that even though libraries numbers have seen strong the last few years is that we do really still need their support. And I have noticed that some of the grants that we received in past seem to be coming in a little late, which is another reason to have conversations with folks. We don't want to be an afterthought or forgotten completely.

Mariya Hurwitz:

Irit?

Irit Granger:

Sorry, I'm looking for that little icon. Okay. So when you say we need to reach out with donors, are you proposing we organize among the trustees that they to make different calls? How are you proposing to go about this, or has that been discussed?

Jamie:

Not yet, but in my experience, and this would have to be part of a larger meeting, which I think we could have another time. In my experience, it's usually two people. Sometimes it's two board members, sometimes it's the ED and a board member, [crosstalk 00:24:29] gather all the information we have about someone and find a good fit. And we go and maybe we have coffee or do something so they don't feel ambushed. And sit and chat and ask them, "You're a Duke fan. Can you believe how they're playing this year?"

Irit Granger:

I know that part of it. I just wanted to know how we're going to attack it. Is there a list that will generate of people that we should approach and then distribute it among the board as to who might know them or might be comfortable and [crosstalk 00:25:02]-

Laura Jagodzinski:

I would say more to come on that. We definitely have the data. That was very easy to pull the data, but the strategy and the approach we'll have to put together.

Irit Granger:

Okay.

Jamie:

Yeah. And we are in the middle of changing donor management software. And I'm very excited about our new software, and I think it's going to be very helpful to us. But we're going to have to work with what we have for now. Fundraising and events, as you all know, the last years have been extremely difficult on us in terms of being able to actually hold our regular fundraisers.

Jamie:

But we have done the best we can and the golden ticket was introduced. And last year we were able to have the golf tournament, which was a huge success. And so this year we're really looking forward to having all of our fundraisers and figuring out ways that we can have our fundraisers, even if we have to make modifications due to COVID, or if that's feasible in terms of different fundraisers.

Jamie:

But we're very hopeful that we will be able to hold our fundraisers this coming year, regardless of the state of COVID. Membership, we're hoping to increase our membership a little bit because we're hoping to have greater intellectual control of our records and our donor base. And that will help us inspire people to give to their full potential.

Jamie:

And again, being able to hold fundraisers and give people credit... Technically in the fundraising world, it's called soft credit. So if you donate a gift certificate, or board members your time, or other monetary contributions, those are considered soft credits, same with institutional matches. And I think that is going to change that membership number quite a bit. And that's going to be a conversation that we need to have down the road. It's not for today, but... Mariya?

Mariya Hurwitz:

Oh yeah, no, I've actually had my hands raised for, yes, for the next line item. When we get to the next line item, I'll take that one. Sorry, I just wanted to my hand up.

Jamie:

Okay. So if anybody has questions about what some of the changes in our membership might be right now, I can try and answer them. Otherwise, we can wait for one of our special meetings that's tailored just to that. Otherwise, I'll let Mariya take the next line.

Mariya Hurwitz:

Okay, thanks. So the next line represents the gap, the number that we need to meet our expenses after all of our fundraising events. So this is typically the number that we reach out to the town with our budget request for, I just wanted to say that, that number will change. It's going to depend on whether we come up with additional fundraising events.

Mariya Hurwitz:

It's going to depend on the strategy that we pursue for raising revenues. So that number, it will go up and it will go down as we have our conversation. And we ultimately will arrive at the number that we will reach out to the town through presenting our budget to them, and sitting down and having conversations with our elected officials in the town.

Mariya Hurwitz:

So I just wanted to point out that that number is there just as a plug, but it doesn't necessarily represent the number that we will actually receive or ask of the town. Go ahead, Jamie.

Jamie:

So under other income, we have rare books purchased by dealers. We have Barbara and Buzz [Binsen 00:29:06] in who are rare book dealers who come and help us out when we get in special types of books. Some years, this has been classified as book sale revenue, but when we can't have a book sale, where do we put it? We put it here. And the same with barn rentals, we haven't been able to rent the barn. But we are hopeful next that maybe we can get the garden club for a few presentations or a few other folks. Our investment income, Henry, do you want to speak to that?

Mariya Hurwitz:

I can take this one, too, actually.

Jamie:

Okay.

Mariya Hurwitz:

Henry, feel free to jump in after. This is a line item that we put in here to represent if we do need to, if we're in a position where we need to take money from our investment account above and beyond the dividends that we always pull to support our operating expenses. We have this line item in here, and I think of it in conjunction with the money that we ask for from the town. Henry, did you have anything you wanted to add or anybody else?

Jamie:

You're on mute Hen?

Henry Cooperman:

I'm sorry. I apologize. I was muted. No, I think you handled it.

Mariya Hurwitz:

Okay. All right, Jamie. Thanks.

Jamie:

Sure. So if we want to go down to expenses, our accounting expenses are up a little bit more. Susan Rosati, our bookkeeper has remained the same, but our accountants have increased their fees a little bit. Administration, we are moving to a new donor management platform, which costs us about \$40 to \$50 more a month, which is to be expected.

Jamie:

Our old system has been gradually being sunsetted and is completely unsupported at this time. So that's something that we knew we were going to have to do and was budgeted for in the 2021/2022 fiscal year. Our transcripts have been higher than we anticipated because our meetings run longer than we anticipated.

Jamie:

QuickBooks is the same. Same with our miscellaneous administrative expenses. And ADP has run about the same for next year. In terms of adult book sales, we have, like most things, thank you COVID, the

cost of wood pulp has increased. And because as the cost of wood pulp has increased, the cost of books has increased. And it used to cost us about \$11, \$12 for a hardcover book. It's now costing us more like \$18 for an adult hardcover book. So that is a question, do you feel we should buy fewer books, or do feel that we can make up for that changing cost?

Henry Cooperman:

I think we should buy the books. We're a library.

Jamie:

Right. But you're my board. It's your decision.

Henry Cooperman:

I'm only one person. That's my thought process.

Mariya Hurwitz:

This is where I think I agreed. And that's why we bumped it up a bit. Interestingly, Jamie, and I can't remember the reason why we're not experiencing the same thing with children's books. Maybe less [inaudible 00:32:38].

Jamie:

So we're not experiencing that with children's books because children's books are created on a formula. They're 16 to 32 pages, and that's the industry's standard. I mean, unless it's a chapter book, and even then there's a formula to keep the page number down because they've done all of these analyses of what children can, their attention span, and learning, and all that.

Jamie:

But so because there's so many fewer pages in children's books, we're not seeing that dramatic of effect. 16 pages of wood pulp isn't the same as 500 page of wood pulp. But you never know. Right now, we're not seeing an increase in cost.

Jamie:

The building reserve, we have plugged in the AB barn equipment. The quotes that we've gotten from that from SHS, our neighbors across the way, and the New England Audio Loop, which is our hearing assistive equipment, what that will cost for the barn upgrades.

Jamie:

In films, last year and again this year we have been under budget on our spending in films. And that is simply because Hollywood and all of the other avenues for film production: Netflix, Hulu, Apple, et cetera, have not been able to generate the same volume of product as they have in the past. And so there's simply just not as much out there for us to purchase. But we do anticipate that with studios opening up and an increase in production, we will be able to fill that backlog and then be on point with our spending going forward.

Jamie:

Fundraising and community outreach. Again, we are extremely hopeful that we are going to be able to have all of our fundraisers this year, even if they have to be in a modified format. So we are budgeting for the usual expense of those fundraisers, even though that expense may not be realized if we have to modify the format of the events. We would rather come up with some savings than project savings and come up with a loss.

Jamie:

Heat and electricity we have found has been on par for the last two years. And Eversource, so we are completely electrical. Our heating's electrical as well as our electrical. And Eversource, who is our provider has not said that they're going to be increasing rates. So we're projecting the same amount for that.

Jamie:

Insurance. I spoke with Collins and Morrow, our insurance agents. And they said that most of our policies will remain the same. Obviously, our workman's comp and employment insurance is directly reflected by the actual wages of staff. So we anticipate that to go up a little bit, but not terribly much because of staff changes. And then they said to anticipate a slight increase in our umbrella policies. So that's why we budgeted a little bit more there.

Jamie:

Maintenance. No, wait. Yes, maintenance. So we went through all this and we have broken out some larger maintenance items that are on the attached, not the capital, the maintenance budget detail.

Mariya Hurwitz:

Jamie, it's Mariya. Just make sure you have the '22,'23 one because they're both for \$25,000. Yeah.

Jamie:

Yes. So because we had our building repainted this fall, we were told that after you get your building painted, you really need to your windows washed because painting your building makes your windows very dirty. And I have been reaching out to window washers and no one is calling me back.

Jamie:

And I suspect that is because I'm calling them at the end of December. And who in their right mind gets all of their windows washed at the end of December? I have never had to pay for large scale window washing. So I don't know an accurate number. If anyone else does, this is the number we plugged in that we thought would be an accurate number. Just to estimate-

Mariya Hurwitz:

Excuse me. Sorry, Jamie. It's Mariya again. Sorry. Just wanted to advise the board just to remember that the policy regarding this supplemental for maintenance is that for any items specifically called out. So those 1, 2, 3, 4 items at the top where Jamie and I either had a quote or gave our best estimate.

Mariya Hurwitz:

If this supplemental gets approved, then it means that the actual incurment of cost, when we do get our windows cleaned, for instance, if it's within a 10% of that number, so \$1,100, she wouldn't need to come

back to the board for approval. So that's the idea behind this schedule is we give a number that we think it is and just we're voting to be basically approve a 10% or less contingency on it. That's all.

Jamie:

Okay. Thanks. The barn floor, we had several contractors in to look at the barn floor and they said that that is something that we really have to do, because if we put it off any longer, coupled with if there's any increased traffic in the barn, that it will in short order, we will have to be replacing the entire floor rather than just re finishing it.

Jamie:

So I think that is a high priority for us. And we've put down the highest quote here. There are others that are less. The entry stairway and floor is a stone based floor that was put in, in the new renovation. And at the time, the board was counseled that it should not be sealed because that would make it slippery to the point that it would be a fall risk for patrons.

Jamie:

Technology has changed. And we had contractors come in to determine if that would in fact be the case. And they said, no. What they overwhelmingly recommend is that there's a special type of method of cleaning stone. And that would try to get all of the dirt and the staining from the hand sanitizer due to COVID and other things as much as we can out of the stone. And then we would put a seal in that would not change the look, or the texture, or increase the slipperiness, if you will, of the entryway floor. And that would also mean that over the years, it would have to be cleaned less and less often.

Jamie:

At least, I got at least three quotes for each of the barn floor and the entryway floor. As you know, the building was renovated 10 years ago. And about half of our light sensors that were put in at the time of the renovation have just naturally with time and wear and tear worn out. And so this past year we replaced the first half of them.

Jamie:

But our electrician [Mark Odett 00:40:50] recommended that we budget to replace the remaining second half that they will likely need to be replaced just due to time in the next year. So we have budgeted for that. And then we have the 18,000 for our various recurring things, making sure our septic tank is up to standard, the fire inspection, the elevator inspection, those sorts of things that come around once a year.

Jamie:

Then the next line item on our budget is payroll. So do you want me to speak about payroll, Mariya, or would you like to?

Mariya Hurwitz:

Oh, thanks Jamie. I'll take this one if you don't mind.

Jamie:

Okay.

Mariya Hurwitz:

So, you see this reflects our are current salaries with a potential of approximate increase, it typically averages around 3% on salaries. And we also have budgeted in here for an additional employee, a part-time assistant for the library, which would be incremental payroll. It's something that I know we've all talked about, Jamie and I have discussed in depth, something that we believe is necessary to keep the level of programming that we currently offer while also allowing our existing employees to work a reasonable number of hours.

Mariya Hurwitz:

So that's where we come up with the number in there. It also includes insurance benefits for full-time employees. Laura, I see your hand raised.

Laura Jagodzinski:

Yeah. I just wanted to mention that position that you refer to as assistant. It's really someone to be responsible for publicity, all of the communications and the media preparation to support all of the programming that goes on. So the media communications component, as opposed to a assistant.

Mariya Hurwitz:

Yeah. Bad choice of words on my part, I was going for speed [inaudible 00:43:18] accuracy. Right. And actually just to be really clear, the transition committee that searched for and ultimately found Jamie, we put a lot of work into defining the potential responsibilities of that role. And I'm currently working with Jamie to look at how we originally wrote it, comparing it to her strengths and what she brings to her role, and maybe shifting anything that needs to be shifted back and forth between the two. So it's quite a well thought out role that's being proposed. Right. Thank you. Go ahead, Jamie.

Jamie:

Sure. So for professional expenses, we've budgeted \$1,000 dollars and this is our membership to the American Library Association, the Connecticut Library Consortium and others. These are important memberships help us keep aware of current trends, what other libraries are doing during COVID, how we can better collaborate with our peers. And this also included this are the, you may remember the series of webinars that I sent out to the board at the beginning of December.

Jamie:

So this also includes, not just staff education, but board education as well. So we kept that the same because everything is still virtual. So we're hoping that people won't raise their fees before we go back in person.

Jamie:

For adult programming for the last three or so years, we have offered exponentially more programming to our patrons. And we have been able to manage that very frugally, especially with the move to remote or Zoom programming.

Jamie:

I have found going back through our financials that when COVID started, we were spending about \$50 to \$75 per Zoom program. A lot of most folks are coming at us with a requested fee of \$200 per Zoom

program, which is clearly not within our budget. I've been trying very diligently to find ways to get a full and robust programming schedule that is within our budget.

Jamie:

But we are asking for a little more just to compensate for that change, and the eventuality that we very much so hope we're going to go back to in person programming. With the children's programming, Charlotte has requested an increase there as well.

Jamie:

She has made very good use of the stores of toilet paper rolls, and pipe cleaners, and beads, and all sorts of things that we have. But she would like to get some novel guest program people in for children. There's someone who approached us that said, "I do Haiku programming and actually other types of poetry as well." And they were very highly recommended by another library. And she said, "Well, I'll give you a deal if you do a children's and adults program, two different programs."

Jamie:

And our writer's group does not seem very interested in the adult program, but Charlotte would be able to like to offer more programs to kids like that, that might be interesting, but aren't exactly in her wheelhouse, but could be neat.

Jamie:

Supplies and equipment, we're budgeting about the same amount. We have one color printer at the library, and that is the printer that we print all of our donor thank you letters and our mailings on. We've had that for about 10 years, and it's getting pretty tired. We had an issue with it in November.

Jamie:

And so Ashley recommended that we get a new printer and I completely agree. So we have budgeted about \$350 for a new color printer. And of course, within that figure is the amount that we pay for all of our online services. So the audio books and the eBooks that our patrons read, our subscription to Bibliomation booksite, which puts all of our new listings on our website and sends them out to patrons. Our periodical subscriptions, New York Times hoopla, and then our wifi access that we give to patrons.

Mariya Hurwitz:

Oh, excuse me, Jamie, it's Mariya. The formatting's a little funny here, but all of those items from Bibliomation down to digital mags are part of what makes up the technology line, the 32,000. It's hard to tell whether it goes with supplies or technology, but those that big list of items goes in technology.

Jamie:

That's good because I was looking at, I'm like, wait a minute, [crosstalk 00:48:54].

Mariya Hurwitz:

That's why I jumped in. Okay.

Jamie:

Thank you. So reverse that. That's all technology, but we do need the new printer under supplies. But we don't really need anything above and beyond for our normal supplies. Yeah, the technology number just gets larger and larger for libraries because it's expected.

Jamie:

Our telephone, our landline is trending a little higher. I don't know why that is. It may just be because landlines are not as popular anymore. So they need to charge a higher fee to make it solvent. So we are budgeting a little more because we have seen an increase in our telephone bills.

Jamie:

And then under other, we put in that \$2,900 for upgrading the multipurpose room, which is part of our strategic plan. So adding a Polycom, some audio/visual conferencing equipment, a screen, a microphone. And please tell me, Laura, if I'm forgetting anything included in that. No?

Mariya Hurwitz:

May I just interject and say that, there was a supplemental schedule for capital investments that you have.

Jamie:

Yes.

Mariya Hurwitz:

And so if you look on that schedule, the \$1,900 for the meeting room AV equipment, plus the \$1,000 for the table is what makes up that \$2,900 multipurpose room upgrades. And then the \$3,500 from SHS and the \$1,000 for assistive audio equipment. That's the \$4,500 that was up in the building reserve line. So just trying to ground you in where those dollars show up. Even.

Mariya Hurwitz:

Our P and L is a little bit more like cash flow for us. Obviously, those items would end up getting capitalized, ultimately, for official financial statements, but we wanted everything that we're spending cash on to show up in the budget, just so we would accurately demonstrate the cash outflow that we would expect to incur for the fiscal year. Hopefully, that's clear. If not, please ask me to reexplain it. Okay.

Jamie:

So is there anything that anyone has any questions on regarding the budget?

Mariya Hurwitz:

Were you going to ask? I saw you [crosstalk 00:51:44] unmute yourself.

Irit Granger:

Yes. I just wanted to ask if the cost of sending out our annual appeal, our membership appeal, is that in administration? Because it doesn't appear to be in community outreach. I was just [inaudible 00:52:01].

Mariya Hurwitz:

Yeah. I don't recall which line item it's in. We definitely captured it. I don't-

Irit Granger:

It must be in administration then.

Mariya Hurwitz:

... It's probably in administration. It maybe supplies, but it's in here because I remember discussing it with Jamie.

Irit Granger:

Okay. Thank you.

Mariya Hurwitz:

Yeah. Yeah.

Irit Granger:

And, nevermind.

Mariya Hurwitz:

Laura?

Laura Jagodzinski:

Jamie, it's Laura. Question, I might have missed this. On the technology, the draft for this year is less than last year. And what was the reason for the reduction?

Jamie:

The reason in the reduction is that we are not having to pay the sign-on fee or the transition fee for neon.

Mariya Hurwitz:

Because it was budgeted for this current-

Laura Jagodzinski:

The data conversion piece. Right.

Jamie:

Right.

Laura Jagodzinski:

Understand. Okay.

Mariya Hurwitz:

... That's a great question though because we actually ended up pulling it out because we had doubled up and put it in again this budget.

Laura Jagodzinski:

Right. We forecasted for the current fiscal school year implementing the new donor software.

Mariya Hurwitz:

Correct.

Laura Jagodzinski:

And in order to implement the new donor software, we had budgeted \$2,500 to support data conversion. That's not going to happen next year.

Mariya Hurwitz:

Right.

Laura Jagodzinski:

Got it. Okay. Thanks.

Mariya Hurwitz:

Other questions? Because they do have a comment, but I want to give people plenty of time to ask questions.

Laura Jagodzinski:

Sorry, it's Laura again. On the technology, had you thought about the offsite storage for backup?

Jamie:

Yes. So the cost of offsite storage is \$75. And I'm going to have to look again in my folder, but I can't remember if it's \$75 a month or \$75 a year. So it isn't a huge investment.

Laura Jagodzinski:

Okay. Okay.

Mariya Hurwitz:

Laura, did you raise again or just...? Okay. So my thoughts on the, this are I certainly can discuss, answer any questions regarding revenues or expenses. I don't think I want to ask us to vote on this tonight. And the reason is because I would like to have the opportunity to sit with the town. I'd like to show them our numbers.

Mariya Hurwitz:

I would like to just have that conversation. And then I would like to come back to the board and present what I think is a reasonable request. And so if everybody's okay with that approach, what that means is that after I can schedule that conversation, I would want to have another meeting with the board in the month of January.

Mariya Hurwitz:

Jamie, I don't know if you know off the top of your head what date, you've told it to me, I just forgot what date we have to turn over our budget to the town for their work?

Jamie:

Oh. So I reached out to the town and the person I spoke with said the person I needed to speak with wasn't there that day and they were going to follow up with me and they did not. So I emailed them again today, but they think it's February, I think third or fifth.

Mariya Hurwitz:

Okay. So before our next board meetings, which means I am going to have to ask us to get together for maybe 45 minutes or so to go through and relay my conversation and our recommendations.

Mariya Hurwitz:

Is everybody okay with that approach? Okay. Okay. So that's what I'm going to do then. And I guess the only other item I would say before ending is not to have this conversation tonight at all, planting the seeds so that you come prepared in February that I'd like to talk about the start time of the meeting. It's a little difficult for some members of the board, and we've been doing 5:30 for a while now.

Mariya Hurwitz:

So just think about what your schedule would allow, and just planting the seed. That's all. So other than that, yes?

Irit Granger:

For the people for whom 5:30 is difficult, is it too early or too late?

Mariya Hurwitz:

Too early, too early.

John Ehrenreich:

Too early.

Irit Granger:

Oh, okay.

Mariya Hurwitz:

Yeah. But again, just go back, look at your schedules. Think about what you might be able to accommodate. And we'll put that as an agenda item in February. So that's all I have. Does anybody have anything else before I make a motion to adjourn the meeting?

Henry Cooperman:

No. We're ready for you.

Mariya Hurwitz:

You're ready. Okay. All right. It is 7:32. I make a motion to adjourn the Sherman Library Board of Trustees monthly meeting. Ro seconded it. Thank you, Ro.

Henry Cooperman:

[crosstalk 00:57:25]. Thank you, Ro.

Mariya Hurwitz:

Thank you everybody. Jamie, you can stop the recording.

Henry Cooperman:

Bye.

Rosemarie D'Ostilio:

Mariya.

Mariya Hurwitz:

Yeah?

Rosemarie D'Ostilio:

Impressive. 7:32-