

Mariya Hurwitz:

Today is Monday, April 19th. This is Mariya Hurwitz, President of the Board of Trustees of the Sherman Library. This is our regular monthly meeting of the Board of Trustees. I'm going to call the meeting to order at 5:37 P.M.

Mariya Hurwitz:

Laura, I'm going to turn it over to you for minutes-related topics.

Laura Jagodzinski:

Thank you. Could I have two volunteers to review today's minutes?

Dee Ratterree:

I will.

Laura Jagodzinski:

Dee and Barb, thank you very much. I would like to motion to approve the minutes from the March 8th regular meeting and the March 29th special meeting. Do I have a second?

Ro D'Ostilio:

Second.

Speaker 5:

Second.

Laura Jagodzinski:

I got a... I saw Ro. Thank you. All approve? [crosstalk 00:00:53]. Jen, since I can't see you...

Jennifer Laviano:

Aye.

Laura Jagodzinski:

Okay. All approved. Thank you very much. I'll turn it over to you, Mariya.

Mariya Hurwitz:

All right. Great. So Asheigh, we're going to go into executive session now to discuss trustee vacancy and staffing. We'll do trustee vacancy first.

Mariya Hurwitz:

Okay. All right. We're back in the regular session of the Sherman Library board of trustees meeting at 06:29 PM. We don't have anything to vote on coming out of executive session, so we're going to go to the reports. Asheigh turning it over to you for director's report.

Ashleigh Blake:

Great. You all should have received the director's report for March. It goes through some of the programs we've had. It was a robust month for children's and adults programs. We had a lot and very high attendance, especially people like the travel programs, so those have been going well. The budget, we are in the final throws of the budget. As you know submitted a flat budget for this year, the board felt good about that. It's been through a couple of phases and nobody brought anything up. The budget meeting will be held this Saturday, the 23rd at 10:00 AM and they're going to vote on that. If you would not mind tuning into Zoom, the link can be found on the town website, but I'll send it out to you too on Thursday or Friday, and if you could join in, it's generally fairly quick unless people have issues with some of the budget items, usually they're bigger ticket ones.

Ashleigh Blake:

Then they vote to send it to referendum and the referendum, the vote, the town-wide vote is scheduled for May 1st at charter hall. They're going to do that in person. Those are the last two phases of the budget, but so far it's been very smooth and well received. The website went live. I'm going to talk about that a little more later in the meeting and the website portion.

Ashleigh Blake:

As far as property, Mark O'dette replaced some white sensors in some of the rooms. He adjusted some of the others because they've been turning off before they should and we've been in the dark and the adjustments to the others that don't have the new sensors have not been working so well. He's ordering some more sensors additionally for the other areas, and I guess they just poop out after a little while. In the meantime, I've been shutting them off at night and doing things to prevent them from staying on through the nighttime. We are still working on that unit 1 of the heating and cooling unit, the compressor was replaced. It keeps on throwing up an error message and B&D is speaking with a specialty LG tech to discuss how to proceed. We're currently running on unit 2, 3, and 4, and able to do so, but that's not a long-term situation. I am in contact with B&D about that. I think that's it for the report. Any questions on the report?

Ashleigh Blake:

Okay. Moving on to the stats, there's not anything that really jumps out here. We continue to have, like I said, a robust amount of adult and children programs and a nice attendance. Our Curbside delivery is picking up and it's keeping the staff very busy right now. Anyone have any questions about stats? Okay. That's it.

Mariya Hurwitz:

Okay. Thank you, Ashleigh. Laura, I'm going to turn it over to you for secretary reports and updates.

Laura Jagodzinski:

Thanks Mariya. It's Laura Jagodzinski. Couple of quick items. We successfully tested the automatic forwarding of email messages that come into SL Board that have the words compliance or conflict or conduct, and automatically forwarding them to the compliance officer. That test was successful, so we're going to update the procedures. I am going to target getting the updated procedures for our next meeting. The other procedures that we're working with, I'm working on the committee co-chairs to improve the clarity of the procedures for the committees on notice agendas and minutes so that the co-chairs have a clear understanding of what they need to do. We found some opportunities for

improvement, and I hope to have those to the board, if not for the May meeting then the June meeting. Lastly is a question for the board. Elly and I tested using the Google, the Google feature to send calendar invites for the board meetings, just so that it would get on everybody's calendar, and we were able to do that, that seemed to work well.

Laura Jagodzinski:

I just wanted to get some feedback. Does anybody have a problem or are they opposed to me sending out the calendar invites using Google so that you can add them to your own calendar?

Dee Ratterree:

I love that.

Laura Jagodzinski:

Love it?

Dee Ratterree:

Love it.

Laura Jagodzinski:

Okay. Does anybody need directions?

Barbara Ireland:

I don't think so.

Laura Jagodzinski:

Okay. So I'll send them out. If anybody has any challenges, please just let me know and we'll walk you through it, but I'll do that for the next meeting. That's it for me, Mariya.

Mariya Hurwitz:

All right. Thanks Laura. That's great. That'll be helpful. All right. Henry, treasurer's report.

Henry Cooperman:

So the everybody got a copy of the balance sheet and the balance sheet shows a reduction in total assets due to increase accumulated depreciation. We wrote off some of the old building fund pledges that were not received. The best news of all was that the total income was up 8.4%, mostly due to grants and the membership income was up 11.8%.

Dee Ratterree:

Yah.

Henry Cooperman:

That's great to hear. Thank you to everybody on that membership committee. Supplies expenses are up due to COVID related needs slightly and since I'm a bottom line guy, cash in the bank was up to \$98,000,

and total net income was at \$49,482, mostly due to timing. Since there's not a lot of activity in the library inside, heat and electricity expenses are down \$3,140.

Mariya Hurwitz:

Great.

Henry Cooperman:

That is my report.

Dee Ratterree:

Do we have to move to accept it or anything, or do we just-

Mariya Hurwitz:

No.

Dee Ratterree:

... go, yay, Henry.

Mariya Hurwitz:

We just go, yay, Henry.

Dee Ratterree:

Thank you.

Mariya Hurwitz:

Looks good.

Henry Cooperman:

Yeah. Everything looks good, and a great job by Ashleigh on getting the grants that brought in some of that income.

Mariya Hurwitz:

Oh, my God, you look at the grants over prior year, it's more than doubled.

Henry Cooperman:

Yeah.

Ashleigh Blake:

People are very generous during this time.

Henry Cooperman:

Yeah.

Mariya Hurwitz:

Great. Thanks Henry.

Henry Cooperman:

You're welcome.

Barbara Ireland:

Ashleigh and Henry.

Henry Cooperman:

Are we going to go to an investment committee now?

Mariya Hurwitz:

Yes. Henry back to you for investment committee update.

Henry Cooperman:

As you can see that on the financials at the end of February, the investment balance was at \$1,028,000. I'm sorry, about \$1,022,000, and I'm proud to say that at the end of March, we were at \$1,085,000.

Dee Ratterree:

Whoa. Yay. Yay, Henry.

Henry Cooperman:

\$247, we're up 8% since December 31st and \$63,000 from the end of February.

Barb Ireland:

Perfect.

Henry Cooperman:

So the market continues to a steam roll. We have a well-balanced portfolio, we're not very aggressive like some of these positions that we had last year that weren't performing as well are doing much better this year, so that great news for our bottom line.

Mariya Hurwitz:

Mm-hmm (affirmative). Terrific. Excellent.

Barbara Ireland:

Thank you, Henry.

Mariya Hurwitz:

Henry, back to you for nominating committee.

Henry Cooperman:

So there's nothing to report for the nominating committee. Currently we have one position open right now and one that will be coming due in October.

Mariya Hurwitz:

Okay. Thank you. All right. Thanks Henry. John Ehrenreich, we're turning it over to you for membership committee update.

John Ehrenreich:

Okay. We approved the final version of the membership envelope with various minor changes in wording and format, and the only sort of substantive change was that we revised the system of levels of membership, the different dollar amounts and the names associated with them. What we came up with was to start at the top with the Mark Twain Society at \$2,500, Harriet Beecher Stowe patrons \$1000, Eugene O'Neill Guild \$500 and Petrie Circle \$250, Malcolm Kelly Club \$100, and Maurice Sendak Friend \$50, and then there's an other category. What we did the logic behind this was that we tried to make sure that all of the named levels involved authors who had a significant connection to Connecticut, and we also tried to balance them in terms of gender and race and sexual preference. I did notice that they're all dead, we didn't come up with anybody alive.

Dee Ratterree:

That's a really loss.

John Ehrenreich:

But anyway, so we want to propose that to the board for formal approval. The other things we did is we have a thank you letter to be sent out to those who donate, which we made some minor changes in wording of, and will henceforth be signed by both Ashleigh and by Mariya. We systematized the procedure for recording organizational donations and came up with a plan to send a card to organizational donors, foundations were also two other people who as an individual basis may make a donation outside of the membership envelope process, including trying to figure out which of those people will be the official member in terms of voting at the annual meeting. Projects that we're working on, we're working on putting together welcoming material for new residents of Sherman and for new users of the library, so two slightly different categories and talking about how to identify new people in the community. It appears that the town clerk will cooperate with us on that issue.

John Ehrenreich:

Then there's also a process going on spearheaded by Ashleigh for assembling the requirements for membership management software, replacing the old membership management software, letting it use a computer that's been made after 1834, and the membership committee or various people in the membership committee will be contributing or consult on that process as well. The one thing that we do want to offer, I don't know where we do this in the agenda, Mariya, but at some point we need to take a formal vote on those membership levels.

Mariya Hurwitz:

Yeah. As soon as you're done, which it sounds like you hit the bottom of your list.

John Ehrenreich:

I'm done.

Mariya Hurwitz:

Yes. Then I can make the motion.

Laura Jagodzinski:

Mariya?

Mariya Hurwitz:

Yes, Laura.

Laura Jagodzinski:

Before you go for the motion, I would just open it up for discussion, and then John could make a motion for the recommended levels.

Jennifer Laviano:

I just wanted to say someone who was lucky enough to grow up having Maurice Sendak read, to me at Ridgefield Library. I think these are really cool and great work to the committee.

Mariya Hurwitz:

Agreed. I just want to say the committee and John heading it up, I've sat in on most of the meetings, you guys are doing an amazing job, really, really good work. Lots of progress.

John Ehrenreich:

Everything was set up ahead of time, so we only had to do minor fiddles with things.

Dee Ratterree:

I don't know, the paver thing was pretty big John.

John Ehrenreich:

That's fundraising. Keep the different hats on.

Laura Jagodzinski:

John, if there's no further discussion, you can make a motion.

John Ehrenreich:

Okay. Well, I would like them to move that we approve that list of levels. Do you want me to read them again or?

Mariya Hurwitz:

I don't think it's necessary.

John Ehrenreich:

The levels as I read them.

Dee Ratterree:

Second.

Mariya Hurwitz:

Second.

Laura Jagodzinski:

I think Mariya seconded them.

John Ehrenreich:

Okay.

Laura Jagodzinski:

All in favor.

Ro D'Ostilio:

Aye.

Laura Jagodzinski:

Jen?

Ro D'Ostilio:

Jen is gone.

Barbara Ireland:

She's gone.

Ashleigh Blake:

I'll let her in if she joins us again.

Mariya Hurwitz:

Okay.

Barbara Ireland:

Just to add one thing, John I did get the first letter from Carol Havens this week with the names and addresses and them of the people of the property transfers that had taken place. I mean, even though there were a number of sales, it didn't look to me at first glance like there are a lot of letters that needed to go out as resolved as this first letter, but I'm getting all of those, so when we meet again. Okay?

John Ehrenreich:



Okay. We'll presumably have the letters written, so all they need to understand is address [crosstalk 00:15:27] if there's two of those letters-

Dee Ratterree:

I'm doing those letters, right? That's me, right? I'm doing those letters, no?

John Ehrenreich:

Yes.

Dee Ratterree:

Yes.

John Ehrenreich:

Yes.

Dee Ratterree:

That's me, okay. Working away, beaver, beaver, beaver.

Mariya Hurwitz:

All right, Laura, you got everybody recorded. We're good. Thank you, John. I'm going to turn it over to Elly for an update of the report of the fundraising committee.

Irit Granger:

Well, not only is John a hard act to follow, but on top of that, I have a gardener mowing my lawn out here and working, so I apologize for all the racket. That's why I've been on mute all this time.

Mariya Hurwitz:

I don't hear anything.

Irit Granger:

You don't hear that?

Mariya Hurwitz:

No.

Irit Granger:

Oh, that's right outside my window here. I can hardly hear myself, but in any case, so the fundraising committee, first of all we finalized the remainder of the events for the year which I think the board is already aware of. But I want to repeat it because there is a vote we still have to make on accepting the tag sale bags and bubbles part of the book sale. Let me just recount the schedule for everyone and then we can just make a motion to accept it as it's written here.

Irit Granger:

The golf outing is July 12th and there's more of that to come and I'll be giving Lauren's report and also tell you some of the details associated with that afterwards. But the book sale tax sale to coordinate with the historical society is August 15th weekend. We want to in addition of selling books set up a couple of tables that we're calling bags and bubbles, which are leftover from the women's soiree that Laura has volunteered to organize and Dee and Barb have volunteered to chair that portion of the event, so that would be great.

Mariya Hurwitz:

Can I ask the question?

Irit Granger:

Yes.

Mariya Hurwitz:

Sorry, you said Laura and Barbara taking care of the bags and bubbles?

Irit Granger:

Laura is organizing the merchandise so to speak.

Laura Jagodzinski:

I'm going to be going through the merchandise that we have at the library and pulling out merchandise for the sale.

Mariya Hurwitz:

Would you want like, if anybody here on board has donations, maybe we don't want to, because of the pandemic, open it up to donations from the world, but do you want donations from any of us that might have things?

Laura Jagodzinski:

I'm willing to take donations and if we don't use them for the bags and the bubbles we'll put them in for the soiree next year. I've been collecting things and repurposing existing stuff and making some jewelry that I'm putting together for next year. So if there's anybody on the board that has bags, scarves, any jewelry, any accessories, we'll take your broken jewelry. We've been doing some repair work and if we can use it now, we'll use it. Otherwise we'll just hold it for the spring for next year.

Mariya Hurwitz:

You just made me think of something when you said broken jewelry. I don't know how many ounces of broken gold necklaces I have.

Laura Jagodzinski:

I just repaired a couple of broken necklaces of my own, but I was thinking about this for next year. If folks have broken jewelry that can't be repaired and they don't want it, they can give it to us and we can sell it for scrap gold.

Mariya Hurwitz:

Yeah. I'm going to turn over a handful of broken gold stuff.

Laura Jagodzinski:

I talked to Ashleigh about, at what point do we want to start taking donations, because we agreed to take donations year round up until COVID. I'm getting way more comfortable with starting to deal with donations and cleaning things and getting them prepared for even though it's a year away, it'll be ready.

Irit Granger:

But anyway, our thought was after the bubble event would be the lower sort of end stuff.

Mariya Hurwitz:

Okay.

Irit Granger:

Anything on the higher end that it was already in hand or that may be donated subsequently would be saved for the holiday party.

Laura Jagodzinski:

Yeah.

Mariya Hurwitz:

Holiday party or soiree.

Laura Jagodzinski:

Yeah. So either the holiday party or the soiree. Yup.

Mariya Hurwitz:

Got it. Okay.

Jennifer Laviano:

Should we drop off anything that meets that criteria either of them at the library?

Laura Jagodzinski:

Yes. If Ashleigh doesn't mind, yes and I'll pick them up.

Jennifer Laviano:

Okay, great.

Laura Jagodzinski:

Ashleigh, you're okay with that, right?

Ashleigh Blake:

Yes.

Laura Jagodzinski:

Yup.

Irit Granger:

Okay. So shall I continue-

Mariya Hurwitz:

Yeah. Sorry. Thank you, Irit.

Irit Granger:

... with the calendar? So that was just the book sale tax sale, a weekend of August 15th and then following that will be the golden ticket raffle. We decided to repeat that this year and maybe every year and finally the holiday party, which we all hope we'll be able to have an in-person event which would be an amazing celebration.

Mariya Hurwitz:

That would be a way to sort of get back to normal way.

Irit Granger:

Yeah. I mean, it's always been the everybody's favorite event anyway to kick off the holiday season, but if it's a kickoff to normality, even better.

Mariya Hurwitz:

What's the date of golden ticket and do we-

Irit Granger:

The golden ticket raffle is October 16th.

Mariya Hurwitz:

Okay.

Irit Granger:

There'll be more information on that as we go. Right now, we're really focused on the golf outing.

Mariya Hurwitz:

Yes.

Irit Granger:

But before we get to that, I do have to make a motion to add the bags and bubbles tag sales sort of feature to our book sale event.

Mariya Hurwitz:

Do we want to make a separate motion for that Laura or can we just have it all together?

Laura Jagodzinski:

I think we do the whole thing. Some of them were already been approved, so I'm fine with the motion that just says, this is the schedule for the rest of the year. Some have been previous approved, some are new.

Mariya Hurwitz:

Okay.

Laura Jagodzinski:

So I think you're fine with a motion for the remaining items.

Irit Granger:

Yes. Okay. I think they've all been previously approved other than the bags and baubles, so.

Laura Jagodzinski:

And the golden ticket.

Irit Granger:

The Golden ticket really wasn't approved? Okay. I thought it had been, maybe not the date of October 16 which is right.

Laura Jagodzinski:

Right.

Irit Granger:

Was there a second to that?

Laura Jagodzinski:

I second it.

Irit Granger:

Okay. All in favor.

Jennifer Laviano:

Aye.

Dee Ratterree:

Aye.

Laura Jagodzinski:

I heard Jen. Henry has stepped away.

Ro D'Ostilio:

Aye.

Barbara Ireland:

Okay. And I have one question.

Irit Granger:

Yes, Barb.

Barbara Ireland:

It's my understanding that the bags and bubbles, we would do it on Saturday and if necessary would roll into Sunday in August, so that would be August, actually the 14th would be Saturday and the 15th would be Sunday, I believe.

Laura Jagodzinski:

Yes. That's correct.

Barbara Ireland:

Okay. All right. Thank you.

Irit Granger:

I misspoke then I thought that August 15th was a Saturday. So the motion should be amended to the weekend of August 14.

Laura Jagodzinski:

14th.

Barbara Ireland:

Okay.

Irit Granger:

Thank you, Barb.

Barbara Ireland:

Yeah.

Mariya Hurwitz:

Okay. We good to move on Laura?

Laura Jagodzinski:

Well, I just want to look at the calendar a second.

Mariya Hurwitz:

Okay. No problem.

Laura Jagodzinski:

So Saturday is August 14th and Sunday's the 15th. The book sales is the 14th and 15th and the tag sale is the 14th and we'll decide at the end of the 14th if we carry it over to the 15th.

Barbara Ireland:

Yeah.

Irit Granger:

Okay.

Laura Jagodzinski:

Okay.

Mariya Hurwitz:

Great. Thanks, Irit.

Irit Granger:

Actually there's more, Mariya.

Mariya Hurwitz:

Was there more? Yeah, go ahead.

Irit Granger:

Well, we have to talk about the golf outing because that's really the main focus of the fundraising committee and for the library. It's our next big event and we're hoping it will be bigger and better than last year. Lauren and Al are chairing it and doing a great job, but Lauren and Al are traveling today, so she's asked me to update the group. I can tell you the fundraising committee has been working really hard on trying to pin down a lot of the details. The event is July 12th at Hollow Brook Golf Country Club in Cortlandt Manor. Apparently it's a very interesting course and Al is hoping it will appeal to golfers to have the opportunity of going to a new and interesting course that would otherwise just be restricted to private members and they have a lot of different kinds of prizes and contests, all of which sounds like a great day of fun. I think you've heard it at the last meeting.

Irit Granger:

The link for buying tickets and for becoming sponsors is actually up on the website. Ashleigh just put everything up today or in the last couple of days and everybody should investigate it because there's also information on it. The press release is going out next week. Flyers are almost ready and can be distributed as well. With regards to sponsors, there's a number of sponsorships that are available including one for every hole and there were 18 holes. There are different levels of sponsorships and the whole sponsorships are only \$125 each, and so what the committee was hoping was that the board, every board member could try and either sell or sponsor one hole. It's very easy to either send the link to someone through the website that Ashleigh's just added to, but it would be enormously helpful. They are still searching, and I just took the first sponsorship. Hopefully I got the ball rolling and I think I just secured another one from our former president Lisa Bilbrough. Hopefully this event will generate a lot of excitement.

Irit Granger:

Now we also need volunteers. Lauren also needs volunteers to help at the event and she needs somebody to help her check in guests in the morning. I can send out email to the group, all her various needs and maybe the group can consider volunteering or signing up as it were. It would be great if she had a lot of support. Mariya, I wanted to ask you if you wanted to speak at the events? At the dinner, I guess Karen Cardillo who happened to participate in the event last year, said a few words for the library.

Mariya Hurwitz:

Ooh. Okay.

Dee Ratterree:

Is still your heart.

Irit Granger:

If you didn't want to do it, or were otherwise engaged in somewhere else, Al could do it.

Mariya Hurwitz:

Okay. I will. I'm assuming that's not the week we take our vacation, this summer, which we haven't, I would be happy to.

Irit Granger:

Oh, good. Good.

Mariya Hurwitz:

I'll plan on taking the day off from work and then I'll help out. I'll volunteer and help out.

Irit Granger:

Oh, that would be awesome. That would be awesome. I will probably be there in the latter part of the four holes, so I guess that'll be a big chunk of the afternoon night.

Mariya Hurwitz:

It's an all-day event, right?

Irit Granger:

It is. It's a whole day and there'll be a refreshment cart during the golfing, then there'll be cocktails afterwards or there'll be a luncheon and then cocktails before dinner and then dinner. These golfers really know how to have a day out.

Mariya Hurwitz:

Yes. Good. It'll be a great event.

Elly Bockley:

They're still searching Lauren and Al for car dealer to sponsor a hole in one. They've had a hard time because Connecticut sponsors don't want to sponsor an event in New York and the New York dealers



don't want to sponsor something that will be mostly for Connecticut participants, so they're having a little bit of a hard time with that. But everyone should most importantly send the link out now that the website's up to every golfer they know, and to try and get the interest to get the word out.

Mariya Hurwitz:

Excellent. Very exciting to have something on the schedule.

Elly Bockley:

I'm sorry. Do you have a list of like what it costs to sponsor a whole institute?

Irit Granger:

Yes. The sponsorship levels are online now.

Elly Bockley:

Oh, okay. Maybe I'll try and kill two birds with one stone. My next door neighbor is like the general manager of the Land Rover dealership in Westchester.

Dee Ratterree:

Yah. That would be great.

Barb Ireland:

Yeah, that would be awesome.

Dee Ratterree:

Awesome.

Irit Granger:

I would like to win that myself, but then looking forward for that.

Dee Ratterree:

But it was sort of be tacky.

Irit Granger:

Maybe you could send a note to Lauren, Elly. She'd be excited to hear what comes out of that.

Elly Bockley:

Okay.

Irit Granger:

That's pretty much it, so please check out the website and please send it out and publicize it and seek sponsors and participate in all the rest of that good stuff.

Mariya Hurwitz:

Thanks, Irit. Okay. I think that's it for our reports. We're going to move on to unfinished business and I'm the first one on the agenda for unfinished business. I sent out a memo or actually Laura included it in the package summarizing the liability insurance and just general liability related to alcohol at library events. I know it was a long memo, but I really wanted to get everything documented from this conversation. Ashleigh and I had with our insurance agent. It was very informative. Just to backtrack a moment, so I initially had reached out to pro bono partners to talk about the topic of alcohol liability at our events and after they were very generous, gave us a good hour, give me a good hour of their time, came to the conclusion that this is really an insurance issue that you can generate these liability waiver forms that we can require people to sign, but it's not going to always protect us and that that's not really the path to follow.

Mariya Hurwitz:

She recommended that we follow back up with our insurance agent. Ashleigh and I had a great conversation with Peter and his daughter Michelle Collins, Collins Morrow, and I documented the entire outcome of that conversation in the memos. We don't need to drain it and go through every line. What I tried to do, and thank you Laura for helping me edit the memo and make it more clear. At the bottom are some action items which really take the nuts and bolts of what the important takeaways from the conversation. If you didn't get a chance to read the whole memo yet, please do, but at the bottom are the important takeaways. What I just want to call out first and foremost is that when we're hosting fundraising events, events where we charge to attend, if alcohol is being served, we can't promote that or advertise it as part of the ticket price.

Dee Ratterree:

But we can serve it.

Mariya Hurwitz:

We as board members should not be the servers, but the library can host an event in which alcohol is served.

Dee Ratterree:

Right.

Mariya Hurwitz:

Our general liability insurance covers that, should any mishap happen, somebody trips in the parking lot, or whatever madness might arise where somebody says it was due to alcohol or general liability insurance covers that under what they call sort of host liability. Just as if Dee you had somebody over to your home and you served wine with dinner and they tripped and broke their leg, you're covered.

Dee Ratterree:

I just kill them.

Mariya Hurwitz:

However, when you start to advertise that your ticket price includes alcohol, that's where our general liability insurance becomes not as comprehensive or able to be relied on for coverage. That's where it can get gray, and so at that point in time is when if there was for whatever reason an occasion, an event,

a fundraising event, where we wanted to, it was important to somehow communicate that the ticket price included alcohol, there are supplemental policies that can be purchased. They're one day policies. They're very expensive, at least a thousand dollars. I think we want to try to avoid that by following as many of these guidelines as possible, which is hiring a third party licensed to provides us with their documentation. We want to go that route. We want them to provide the alcohol, so we have a supply of wine I think leftover from prior events. We don't want to use that wine when we're doing fundraisers where we charge ticket prices.

Mariya Hurwitz:

If Ashleigh wants to provide when we're back in person, and we have a book club, a book discussion group, or a yoga nidra, and there's no charge for those events and there was a bottle of wine sitting out that comes from our supply, that's not the concern. The concern is when we're doing a fundraising event where there's a ticket price.

Dee Ratterree:

So can we not use that wine for the treasure trunk?

Mariya Hurwitz:

Right. I still have to figure out whether treasure trunk is something that we can do, that's something I'm still working on whether we can do raffles for alcohol. I haven't concluded on that one yet.

Elly Bockley:

I want see why not.

Mariya Hurwitz:

Pardon?

Elly Bockley:

I want to see why not.

Mariya Hurwitz:

Well-

Dee Ratterree:

The liability is on us.

Mariya Hurwitz:

I mean, it has less to do with liability and more to do with whether it's legal to raffle alcohol.

Elly Bockley:

Oh, okay. When I read the whole thing, the one thing that jumped out at me is the people that we hired to serve the alcohol, we have to buy the alcohol from them and that's going to raise our costs.

Mariya Hurwitz:

It is. But the important thing is that we don't put the library in a position of risk.

Elly Bockley:

I just want to make sure we understood that.

Mariya Hurwitz:

We do, and so that'll have to be something we budget for when we're budgeting are our events that have alcohol, because I'm sure they mark it up substantial.

Barbara Ireland:

I think on the other issue of the treasure chest, it's whether or not the treasure chest is defined as a raffle, if it is a raffle then that's against [inaudible 00:36:21].

Laura Jagodzinski:

Mariya, you'll deal with the treasure chest as a separate.

Mariya Hurwitz:

I will. Yeah.

Laura Jagodzinski:

The attorneys.

Mariya Hurwitz:

Yeah. That's a separate conversation. I focus really because we have this golf outing coming up and we needed to start getting our materials in order. This has been my focus at the moment, but I will take care of that.

Barbara Ireland:

Mariya, I really didn't know that they have the kind of... well, I guess I'd never thought about it, about how it happens, but I didn't know that they actually, I knew they had to have a state license that they were going to be a bartender for the event, but I didn't realize I guess that the bartender then provides all the alcohol and that's now it is his like his or her liabilities.

Mariya Hurwitz:

That's right. Yeah.

Laura Jagodzinski:

It's really us looking at, because I think we've done this in the past is we've hired a caterer and the caterer provided food, alcohol and waitstaff and bartenders.

Barbara Ireland:

Yeah.

Laura Jagodzinski:

So it's just additional considerations for us in our fundraisers.

Ro D'Ostilio:

Do they-

Mariya Hurwitz:

For the soiree, I think... Oh, sorry, Ro. Just real quick at the soiree. I think in the past, we've all as board, female board members been the servers of alcohol that the library purchased, so we'll have to change that.

Mariya Hurwitz:

Okay. We get to push more jewelry and bags on people instead.

Laura Jagodzinski:

I already have assignments for everyone that is not working at the front desk. All right. I have worked out, I am thrilled from a coverage of the sales part. Thank you.

Mariya Hurwitz:

The last thing I'll say, and then I'll open it up, Ro and everybody to questions. If we feel that we want to make an exception to any of these sort of guidelines, thunder action items, we can have a vote as a board and say, "Hey, it's really important that we do this and let's take out that supplemental policy to cover us." Okay? So we have options.

Ro D'Ostilio:

In the past, have the people who supplied like the caterers, are they aware that they're covering us for the insurance? Is that a thing, like do they present us with their insurance policy or do they take out event?

Mariya Hurwitz:

Well, I don't know what they do on their end, and this has happened in the past, they provide us with additional insurance certificate. It doesn't cost them anything extra to do that. They just provide it to us, so that we know that they're insured and that we've been listed as an additional insured. As far as, since I've been on the board, we've never had a caterer or a third party provide the alcohol, so that will be new.

Laura Jagodzinski:

Ashleigh, actually last year at the... sorry, last year. Oh my God, right, because 2020 didn't exist. At the holiday party in 2019, did we have the caterer provide the alcohol?

Ashleigh Blake:

No, we did not. We haven't in a long time because there were members and friends of board members and staff that had connections to get reasonably priced alcohol. For sure we had a bartending service that was separate from the caterer, but the caterer suggested contacting them, but they're associated with the liquor store and did offer to sell the alcohol to us as part of the package, which we declined, but in the future we will have to say yes.

Mariya Hurwitz:

I mean, it doesn't mean we can't negotiate or do all those things to try to keep our costs down as a not-for-profit organization, but we will. It'll undoubtedly cost us a little bit more like

Laura Jagodzinski:

Mariya, the one thing that I want to mention from your memo is that when we have an event and we hire a third party to provide these services, that whatever documentation they provide us, we need to send work to the insurance company for them to take a look at and to make sure that everything's in order.

Mariya Hurwitz:

Yes. So whoever is a committee chair, whoever's in charge of an event will have to make sure that's on their checklist. The other thing was, because I know this came up in some of our fundraising meetings we talked about, "Oh, should we maybe just make the attendees buy their own alcohol at the bar?" That's like a bad scenario. Not supposed to do that. So creative thought process but not good for liability. Okay. Any other questions on that topic? All right. All right. Strategic plan update, two documents related to this. Laura, sorry did we have to vote on putting the strategic plan on one page? I can't remember where we left that.

Laura Jagodzinski:

At our last meeting we voted on the strategic plan. All I did was some cosmetic changes in terms of font sizes to make sure that once I added an approval date, that it actually still fit on one page, but from changing perspective, no.

Mariya Hurwitz:

No change in content.

Laura Jagodzinski:

No change in content.

Mariya Hurwitz:

Okay. There is a one pager that was in the mailing from Laura. That is the strategic plan that we approved and then there's another document which will be the focus of our conversation right now which is the strategic plan implementation document. It's the horizontal one. If we could just take a look at that, I've got to pull it up as well.

Laura Jagodzinski:

So just to explain what's in that document, I took the one page strategic plan that we approved and I converted it essentially from a word document into an Excel document which showed the objective, the strategy and some proposals on what we're going to work if, and we're thinking about using that as a tracking document or a facilitation document to execute the strategic plan.

Mariya Hurwitz:

Yeah. This was great. I loved this that Laura put together, if you can't tell, but it's an Excel document. It's just saved as a PDF or maybe I saved it as a PDF, maybe you sent it in Excel. I can't remember. But in any

event, as Laura just said, she took the strategic plan and she laid it out in a very logical organized way, each of the seven objectives that were agreed upon that we already voted and approved, the strategy that goes with each of these objectives, the KPIs. So how are we going to measure our success or not missing the mark is shown, and then sort of the who column is, what group of people, what team is going to accomplish this. What I'd like for tonight is just to look at this if you haven't already, and then what I'd like to do is go through the who column and we're not going to pick who tonight, but that's what we sort of need to do.

Mariya Hurwitz:

We need to walk away from this meeting within a week's time, so by the end of next weekend, if you could have looked through this and thought about which of these objectives and the team that will be supporting the work on these objectives, what would you like to be engaged in? Remember the strategic plan is dated 2020 to 2025, so obviously we're part way through 2021, so a year of that's gone by already, but our goal is to accomplish these objectives by the end of 2025, not to accomplish them in the next six months or a year or even two years, we have time. Please don't get stressed out about work and think, "How can this all possibly take place?"

Mariya Hurwitz:

We have time, we intentionally spread this out over a period of time, so I'd like to just quickly go down through each of these. The first one was our objective that we aligned on for technology and making sure that we invest in technology that supports the library becoming a resource destination. Logically we just need to have a technology team. We need a group of people. I would say each team should be two to three people. I don't know if anybody else has thoughts on that. That's sort of my thinking because we're going to be spreading ourselves pretty thin if we put four people on each team. Going down through the second one is the community engagement, programming sort of developing that content for the library and collaborating with our community members and other organizations in town.

Mariya Hurwitz:

Whoever ends up joining that team, you'll come up with a name of yourself, Laura and I couldn't come up with a name that we felt accurately captured all that team has to do. You can come up with your own name. We have an objective for communications, the communications team, et cetera. I'm not going to go down through each of these in depth, but you can see over in the right-hand column that some of these are very obvious, like the objective number five clearly belongs to our fundraising and membership committees. They already exist. This is something that would naturally flow into the work that they do. Number six, developing our board bench strength and a strategy for that clearly belongs to our nominating committee, which we already have members for. The last one which has to do with staff development, Ashleigh and I already work on that a lot. We probably need one more person. Dee, help us with that.

Dee Ratterree:

On that one person?

Mariya Hurwitz:

What we thought, what Laura and I thought would be just a good... we're not going to solve this tonight. Look this over. Think about which of these naturally belong to you. Everybody's going to need to be on at least one, probably two and we're going to follow up with you. Once you get back to me with which of

these groups teams you want to be on, we're going to follow up with you with a document that is very helpful, which takes the workshop, the ideas that came out of the workshop that we did a year and a half ago, where we already sort of came up with what are the things that we need to do to solve these objectives. Some categories have four or five, six, 10 ideas. Laura has actually already populated it in this spreadsheet, so that when we send it to your team you've already got sort of a list of items. You may add to it, you may delete, you may say we already accomplished this, but it's pretty good framework for what the goals are for accomplishing the objective.

Mariya Hurwitz:

I'm just going to say one more thing, and then we can talk about it. What I think we should do is come back in our May meeting, we'll hopefully have all of these groups you've signed up for which of these you want to be a part of, we'll come back and our May meeting, one of each group, there should just be a team lead, somebody who sort of takes the chair or leadership position. You can figure that out amongst yourselves and comes back and at our May meeting and says, "Hey, these things already happened, because we're already halfway through 2021. A lot of stuff has already been chipped away at on these," and then you guys are just going to start having meetings on your own and having your own working sessions essentially, and starting in June, start to report on progress.

Mariya Hurwitz:

What your priorities are, one or two items you're going to focus on for the next year, et cetera. We're really putting it in the team's hands to come up with their priorities and their plans. Some things are going to require budgets that are going to need to be approved for the next year, et cetera. But I think we'll tackle that as you guys come back with your priorities. Okay. Questions, thoughts, feedback. Let me just reiterate. 2025, right? This stuff doesn't need to happen in a year. We have a long time, and you may come back and say, "This cannot happen by 2025. We need an extra year to do for this one." That may be the feedback that you come back, right?

Laura Jagodzinski:

Mariya, with the silence let me ask a couple of questions. I guess my first question to the group would be there's seven objectives. How do you guys feel about an approach that says, let's assign teams to those objectives to figure out what we've done, what we want to do, and when do we want to do it? From an approach perspective, how do you feel about that as an approach?

Dee Ratterree:

What's an alternative. I mean, that seems perfectly good. Is there an alternative? Are you holding Pandora's box here?

Laura Jagodzinski:

No, no, no. An approach should be for all of us collectively to say out of these seven items, let's come up with three we should work on.

Dee Ratterree:

Okay. Awesome.

Laura Jagodzinski:



Ro?

Ro D'Ostilio:

I think maybe because some of them they're already like the membership team, the fundraising team, they make logical sense and in their next meeting, I would assume it would sound something like, let's look at what the objectives or what the strategies were and figure out if we've accomplished any of these objectives yet, and then they'll figure out which ones they still need to work on. The ones that need new groups of people, it might be an approach to say, can a couple people look at these objectives and figure out if they've what's been accomplished on them and then we decide who's the best person to move forward with that. Does that make sense? Because I kind of think I heard you can be on this committee until 2025 to accomplish these. If you tell us which one you like, you're on it until 2025.

Laura Jagodzinski:

I only have two years, a year and a half at this point I think.

Mariya Hurwitz:

I think when you decide you want to be on the technology group, you're going to meet as a group. You're going to look at what was uncovered in our workshop that we did or retreat that we did a couple year and a half ago. You're going to look at that as a group and you're going to say, "We've already done some of this and we have. We have a website, right? We've already done a big chunk of work." You're going to say, "This is our next," and I know Ashleigh already knows what she wants for her next technology items. She needs software, that's tracking, donations and membership, so some of this is going to be super easy and you don't look at it as like, well, we're going to do this, this year, this, this next year.

Mariya Hurwitz:

You say, this is what we're going to focus on for the coming year so that it just becomes manageable and maybe you prioritize, so maybe you don't say, this we're going to do next year and this one next year, but you say these are our priorities and those priorities can shift, because different things happen. The pandemic occurs and whatever, stuff happens that we don't anticipate, but giving yourself just to sort of a manageable way to look at it, chunking it up into bits of work instead of... sort of like I do around my house every weekend when I look at the thousand things that need to be done in my yard. I can't do them all at once.

Dee Ratterree:

Was that a question and answer? I'm sorry.

Laura Jagodzinski:

I think. The question was, is everybody okay with taking these seven objectives and assigning teams to look at them and letting the teams decide what it is they would be a priority for the next upcoming year?

Dee Ratterree:

Okay. I got it

Laura Jagodzinski:

As an approach. If somebody has a different idea, I'd say let's put it out there and discuss otherwise, let's just go forward with that as an approach.

Dee Ratterree:

Yeah. I'm with you on that. Let's go forward with it.

Laura Jagodzinski:

So, as an approach, we're okay with that.

Dee Ratterree:

We can also amend it if it isn't working, but we should certainly, and the other thing is too many cooks spoil the broth. We don't want everybody on everything, that doesn't work.

Laura Jagodzinski:

If we think that that's an approach, and so Mariya and I talked about it, you guys must figure this out. I kind of looked at it from my years as a professional project manager. How do you take this huge, what appears to be a huge project, over five years and to break it up into manageable pieces, to attack it in a multi phased approach. I've run \$20 million projects globally, and this is the approach that I've used, that's worked for me and Mariya was good with it, so that's why we wanted to propose that. If you're comfortable with it, then what I would say the next step would be to identify, who wants to work on each of these.

Laura Jagodzinski:

We suggested a proposal. What I would say is within the next week, if everybody could just send to Mariya an email or a text message and say, "I want to work on one, two, three, four," whatever ones you want to work on and let her know.

Dee Ratterree:

Okay.

Laura Jagodzinski:

We'll take that information, I'll update the spreadsheet, where it says who, I'll update the who, as to who the individuals are that want to work on that. I will add to that spreadsheet another column that has all of the ideas that came up at the retreat. I'll also add another column that identifies the things that I know of that we've already done. Ashleigh just sent out an email on the website which lists a lot of things that we've done, so I'll add that to the spreadsheet. Then we'll just send that back and ask the group of individuals who are listed there before the next meeting to identify the rest of the items that have been accomplished, what are our successes in that area to this date for our next meeting.

Laura Jagodzinski:

Then for the following board meeting in June, my gosh, it's so close, say between May and June, for each of those groups to come up with, what are the things that they'd like to do over the upcoming year. It kind of aligns with our fiscal year, so that's kind of the approach. My thinking is, we'd just take it one

step at a time and we adjust each month as we've tried to work through this and see what changes we need to make to make it work.

Dee Ratterree:

Sounds sensible. You can manage me.

Laura Jagodzinski:

Oh, Dee, that's asking a lot.

Dee Ratterree:

So do we need to take a vote on this or?

Laura Jagodzinski:

I don't think so. I mean, I think we just need to agree that that's the approach we're going to take and we'll see how we do and we'll report back in the meeting on May. We'll put it on the agenda on May.

Dee Ratterree:

Okay.

Mariya Hurwitz:

At the end of the day, we need to do to chip away. We spend a lot of time developing our strategic plan and they're all things that we believe are going to grow and benefit our library community, and this is just the best way we could think of to start that process of chipping away at this work.

Mariya Hurwitz:

Yeah, this is great.

Mariya Hurwitz:

Ashleigh, obviously you're like, "Oh my God, seven new committees." Just look at the list and see what... I don't think you need to be on the number six, but look at the others and just think about your level of engagement that you need related to those other objectives and let me know.

Ashleigh Blake:

Okay.

Mariya Hurwitz:

I think, did anybody else have feedback or thoughts on that, on the plan, the implementation concept? Just you know, I will start texting you if I haven't heard anything by Saturday or Sunday, so just send me, or send me your thoughts and we'll start to move forward from there. Let me see, do I have... Ashleigh, we're going back to you for website update.

Ashleigh Blake:

Yes. I actually have a PowerPoint to share because as know we went live, so let's do the whole slideshow. Okay. Yay, new website.

Dee Ratterree:

Yay.

Mariya Hurwitz:

Yay.

Ashleigh Blake:

Let me start with some of the website release details. The website went live on March 29th two and a half week period was added to iron out any kinks before announcing the new website. An announcement was sent out via the newsletter on April 16th. For patrons, a press release will be in local newspapers on April 22nd. It was actually scheduled to be in the paper on April 15th, but the paper didn't print the press release. I don't know why sometimes they bump it when they have too much, so it will be in this week's. So far in a 20 day period, we've had 1,393 views of the website. I'm going to begin new website promotion on social media this week, kind of phasing it in so that people find out about it.

Ashleigh Blake:

We have some new website offerings like Mango, SimplyE, BookSite, America's news, and I'll be doing individuals social medias and newsletters on each of those, like checkout Mango on our new website so that it sends people there as well. The new website will also be advertised at the library when it's open to the public and the staff has already started to refer patrons to it for different questions, answers, forms, et cetera. Some of the new resources featured on the new website are Mango, which is as if you don't know a language learning service that includes over 70 world languages, SimplyE, which is a free open source reader app that provides access to Connecticut State libraries, ebook, and audio book collections. Remember RBDigital dissolved and or absorbed in Overdrive, so now we have Overdrive/Libby and Hoopla and additionally, we will have SimplyE.

Ashleigh Blake:

We got America's News, which is a news aggregator database that compiles digital newspapers and articles from over 3000 sources across the U.S. with over 50 sources from Connecticut. This is good because we don't currently have a lot of newspapers coming into the library. We get, The Spectrum, and The Sentinel, and the town from Pune, but you can access the Danbury News Times, the Connecticut Post, et cetera through this. This is what we can do for our patrons when they want to find out about local news. They can also access newspapers from Colorado, et cetera, so it's a great news site. You can access it from the website, all you have to do is enter your library card number, or you can access it on site at the library in the computers.

Ashleigh Blake:

We also became part of BookSite, which is a tool to create book lists for e-newsletters and websites. The book lists feature book reviews, and a button that says browse, similar title options, and links to the library catalog. This has become very necessary, especially when the library is closed. People can browse virtually, so all these newsletters I sent out before with all the pictures I took of each of the books with them listed, now I take the ISBN number for each of them, we'll load them in, it generates a review, all that. I send out the newsletter people, get it and say, "Ooh, what's this book about in the library. Okay, I'm going to read it. Ooh, I'm interested. I'd like to get this." So it's another way for patrons to find books that they'd like to read.

Ashleigh Blake:

Our magazine collection used to be through RBDigital too, but that was absorbed into Overdrive and Libby and expanded, so now it features over 3000 magazines, including favorites like National Geographic, Newsweek, New Yorker, Economists, Smithsonian and World Wide. They're Japanese magazines, they're Dutch magazines, you can find a knitting magazine from Japan if you like. That's a great new resource to Libby as well.

Ashleigh Blake:

We've also expanded our collection of puzzles, which is available for borrowing, which I know it sounds silly, but people have loved them and those are accessible on the website to view. Some of our new website features. We have a user-friendly and easy to navigate expanded down menu option at the top. We have easy access to catalog accountant donation pages with clearly marked buttons on the top right. All of the topics are organized into sections, such as programs, children's ebook and audio, digital resources, fundraising events, and more. A new book, Carousel is on the main page with links to new fiction, non-fiction, and biography and mystery. These are all through BookSite. Patrons can now apply for a library card through the website, so they basically fill out the form, which goes to Karen or Heather, and then Karen and Heather create the card, contact the patron and say, "We have the card ready for you." Or if they wanted immediately, we can give them their library card so they can start using some of our digital resources.

Ashleigh Blake:

We have an art exhibition page, which features current and previous show galleries and artists bio, so check that out if you like. Currently our art show is completely virtual since we were closed, which is a new thing for us, so you can go and peruse the show virtually. Our monthly calendar is robust and it includes links to each of the flyers and the registration is right on site too, so we have redundancy throughout the site. You can find registration in one site, part of the site, you can find it on the monthly calendar portion, it's all over the place so that people can register easily. The board of trustees meeting information section includes 2020 and 2021 meeting records. The community page features links to community organization websites. The library policies, mission, bylaws certificate of incorporation and reports board of trustees and staff information are easily located in dropdown menus now. We have a page specifically for book discussion groups and museum pass page which is appealing and includes links to the museum, which should improve the circulation for our museums passes.

Ashleigh Blake:

We've also improved our functionality, so the site is easy to navigate. There is an ability for people to register for adult and children programs directly from the website. The executive director myself can quickly upload information such as meeting agendas minutes, et cetera. We have the ability to quickly add information to the main page for events such as closings and emergencies, power outages, whatever I can just go on, add it to that main bar below the picture. The executive director can make adjustments and add content to the new website without needing Biblia and Ancient texts to publish the site to make it visible. That was not always the case, but the last half of a year with our previous email, I mean a website program, I could not publish it myself. I had to contest so many Biblia and Ancient to finish the job and publish it because it was breaking down so much. I don't need to do that anymore. I can just make it happen, which is great.

Ashleigh Blake:

Become a member of the library and the sign up for the library newsletter sections can be easily found and they both feature buttons that link right to the registration page, and the website adjusted format on any mobile device or browser. Our previous one would just shrink it down small. This one, if you're looking on a phone, it breaks the blocks down, so it's formatted differently, but it's much more legible and easy to see.

Ashleigh Blake:

Future growth of the website, where can we go forward with it now that it's here and looking wonderful. We have a program recordings page that was added. I'm currently editing recorded program footage from some of our programs, which will be added to of the Vimeo page, which we have. It's something I discussed with Laura instead of having a YouTube page, which can throw up commercials for library product, we don't know what, which might not be what the library endorses. We added a Vimeo page where our recordings can live and they don't have any commercials and basically it creates a link that I can like the website to people who access the recordings. I'd like to add a banner, Carousel on the main page. It's in process right now. We currently have the still image of our library.

Dee Ratterree:

Oh, good.

Ashleigh Blake:

This Carousel will feature images of the library and upcoming programs. The images will all show a feature links to the program information page so that if you see it, you click on it, it can bring you to the golf tournament or the program on the world's fair.

Dee Ratterree:

Irit, mute yourself. Irit mute.

Irit Granger:

I thought I was on mute all this time. I'm very sorry.

Ashleigh Blake:

We'd like to add a family resource page and the children and YA section that features links to educational websites. Cheryl had been looking at that before, but we needed to get this moved along so we don't currently have it and we'd like to add it. Next year, links to tax forms would be a nice as addition. Would be nice to add a new residents or a new to the library page, which could go hand in hand with a welcoming letter and things like that, so that people could find information specific to the new in town. It'd be good to add a bar on rental page for information and links to the application. Of course, as we were discussing technology, there's room for more additional resources which seem to be kind of way a lot of libraries are headed. We have already a lot of great resources. We added a couple more, but there are some additional ones that we can talk about in the future possibly like Canopy, LinkedIn Learning, Creativebug, and TumbleBooks.

Ashleigh Blake:

What's being said about the new website? I've received a lot of feedback. It's very appealing, very, user-friendly, very comprehensive, gradually set on a beautiful easily navigable site. It's a pleasure to scroll

down and browse. There are numerous people saying great things and they've enjoyed using it so far. I'd like to say once more, thank you to Mariya for all of her work on this and giving her time. It's really an amazing gift. It saved us a lot and I spoke with her today and she received the thank you card from the board and staff, along with a gift certificate to express our thanks to her. She's very appreciative of it. I did also forward to her some of these things that were being said about the website.

Mariya Hurwitz:

Nice.

Ashleigh Blake:

I think that's it. You're free to obviously roam around the website, check it out, see what you think. See if I can stop share. Anybody, have any questions? That was like the turbo version.

Elly Bockley:

I have a question.

Ashleigh Blake:

Yes.

Elly Bockley:

I remember we were discussing about sending Mariya something. Well, I don't think I gave any money, were we supposed to give it give money?

Ashleigh Blake:

No.

Dee Ratterree:

Oh, okay. I would happily do it, but.

Mariya Hurwitz:

The library paid for a gift and then Ashleigh and I signed a card. I signed it from the whole board and Ashleigh.

Elly Bockley:

Did you forge all our signatures?

Laura Jagodzinski:

Yeah.

Dee Ratterree:

I'm kidding.

Mariya Hurwitz:

Ashleigh?

Ashleigh Blake:

Yes.

Laura Jagodzinski:

I think you did a great job.

Dee Ratterree:

It's beautiful. I agree.

Laura Jagodzinski:

The website is designed it to attractive, it's functionally effective, it's definitely what we needed. I appreciate the presentation you put together. I think that really laid out for the board, what it was that they needed to know. There's one thing that I'd like you to speak to if you can, if you can't maybe next month, but from a financial perspective, I know that we saved a fair amount of money on the design perspective, but there's some other operational costs that we're saving as well. Can you give the board some insights to those operational savings?

Ashleigh Blake:

Operational in what sense, Laura, are you thinking?

Mariya Hurwitz:

In what it used to cost us to run our website and what it's going to cost us now.

Ashleigh Blake:

Sure. I mean, we have a Squarespace fee that we pay every year which is just under \$300 before our rocket calendar, which was an aspect of the previous WordPress site we had, that alone was close to \$500 and was fairly ineffective. Right there we've just wiped out the cost of Squarespace per year. We do have some minor costs associated with Vimeo or Vimeo to host our videos and such. Let's see. Anything else? Well, there's obviously we still have under about three to \$400, the \$300 or below is the annual fee for maintaining licensing our site and some tech assistance. Mariya has agreed to assist with questions. I've become pretty proficient in Squarespace. I added the page for the golf tournament today and created all these things, but she's been really great at showing me how to do that, so it's pretty much all in-house right now.

Laura Jagodzinski:

I guess the point is, is that from an operational perspective, the website is costing us less on an annual basis to run with this new improved, better looking, increased functionality than what we had before.

Ashleigh Blake:

It is. Obviously there's time of entry and things that I cover under my role with that aspect, but yes, it is. I mean, it's more effective. It's more useful, people like it better, it's more streamlined and it's more reasonably priced for us. I mean, it's a win-win truly, and even with registration now, it's set up for programs. I've created an SL programs email, so that registration just goes to that. It doesn't get all mixed in with my work email and so it goes right to that site. Cheryl has Google forms that she prefers for children's programs and those go straight to her site. It's very nicely rooted and efficient in getting



information and the staff, Karen and Heather really appreciate the library card, those aspects, things they had to answer questions for before that were rudimentary, can be found very readily there so that they can handle other aspects of the job.

Laura Jagodzinski:

I'll just add from secretary perspective, getting our documents that need to be posted on our website, I would give them to Ashley and then it would take days for our support folks in our old website to actually get a document posted. Now, we're able to more easily get things posted on our website in a timely basis to meet our timing requirements.

Ashleigh Blake:

Correct. Yes.

Dee Ratterree:

Yay, Ashleigh.

Laura Jagodzinski:

Yay, Ashleigh.

Dee Ratterree:

Good job.

Laura Jagodzinski:

Well put.

Ashleigh Blake:

Well, Mariya did an amazing job. I spent many hours with her in weekends and things like that, but I'm happy it makes me pleased. It makes everyone's job at the library a little easier, and obviously it creates opportunities for future resources too, which we're excited about for the library. It brings us into the 21st century. You know what? Check out some other websites, look at Mark Twain, look at Richfield Library, look at Greenwich Library, ours is comparable and we are not paying what they are paying or what's happening and we're very small library. They're large libraries with 40 to 50 people on staff and large endowments. I think it's a very nice image for us.

Mariya Hurwitz:

Ashleigh, when you go on... Oh, let me just echo first. I agree with everything everybody's said, it's beautiful. I feel very proud to say that this is my library is website, so great job. If you go on vacation someday you'll hopefully take a vacation again and somebody needs something posted on the website, are you going to have somebody trained that can fill in and do things that might need to be done if you're not accessible?

Ashleigh Blake:

I can certainly cross train someone. I mean, some thought originally too was given to the children's coordinator being able to post their own things, although it depends on you don't want tons of people coming in to this website or having access to do things because it is-

Mariya Hurwitz:

Definitely not.

Ashleigh Blake:

Yeah. It's positioned in a certain way that you don't want to, "Oops," and then all of a sudden it does-

Mariya Hurwitz:

No. You want controls and just think it would be good to have like somebody who had at least basic skills to upload, maybe not reformat, but could upload a recording or whatever.

Ashleigh Blake:

Yeah. No, definitely. It's good to have redundancy and people who can do that as well, so a person-

Mariya Hurwitz:

Even if you want it to be me, just so you have a backup person.

Ashleigh Blake:

Okay.

Mariya Hurwitz:

Yeah.

Ashleigh Blake:

Certainly. Yeah. Don't want me to act.

Mariya Hurwitz:

We want you to be able to go away and not have to stay plugged in.

Ashleigh Blake:

Great. So that's it for me on the website, if there are no other questions.

Mariya Hurwitz:

All right. Do you want to go onto your COVID update? I think that's our last item on the agenda.

Ashleigh Blake:

Yeah. The advisory group and I met on April 9th, we discussed the area libraries opening and current COVID infection rates in Sherman and neighboring towns. Patrons have been expressing a desire to get back into the library and we consider that, so we weighed all of this info along with info from the first selectman and the health director and we decided that the library will be open to the public on May 4th. We'll return to the same procedure that was in effect last year before we closed in late November due to the increasing rates of COVID in the town at the time. The building will be open to the public Tuesday through Saturday 12:00 to 4:00 for browsing and computer use. As a side note, the staff will be their regular hours as we have been the whole time and then some people think that the library is closed. It is not closed, we're completely functioning and we're all there hours and more.

Ashleigh Blake:

There are staff there on a regular hours to answer the phone and help patrons, but we will be opening to the public from 12:00 to 4:00 initially. All our programs will remain remote at this time until we get to a comfortable level and that's almost every library across the board in the state currently. There are a couple of doing some outside programs, six foot distance space if they have room. But nobody's moving too quickly to do that currently because it is still a bit concerning. We will continue to ask patrons to keep their visits 30 minutes. That's something we can obviously expand on as more people are vaccinated, the rates go down. All people entering the library will have to wear a mask, will have to use hand sanitizer and social distance of six feet that will be enforced.

Ashleigh Blake:

The books will continue to be quarantined for three days, is still the library standard throughout the state and most of the country. I'll continue to monitor local infection rates and discuss with the advisory group and adjustments can be made. If the town explodes all of a sudden with a crazy COVID rate, then we'll have to readdress it. But I'm hoping this is just a forward moving position and that we can expand our hours to get back to our regular opening times and free up things as it becomes safer. We still currently have the cleaning standards that we had before from the state, so staff does have to clean hourly, and so that obviously is one more step.

Ashleigh Blake:

At this time we're still going to keep the restrooms closed to the public, but that's something that can open up more in the future too, because the state does require that we clean them frequently and we don't have a janitorial service and it's something that I don't feel comfortable asking the staff to clean a bathroom every hour. Currently, we have it only available to staff, but that's clearly marked and it's on the signage. That's where we stand right now with COVID. Does anybody have any questions? Great. We're excited to open up again. It'll be easier actually to have people come in and browse and check out books store side, pick up. It takes a lot of resources to do that and to have that available and even happy to provide it so that people can get the books they need and materials, but we're excited for people to be able to browse in-person again and check out books and like-

Mariya Hurwitz:

Even some people will still probably choose Curbside.

Ashleigh Blake:

Yes. We think that there will be a weaning off of that. We saw that when we were back in at the beginning of the summer. There were still some people who were uncomfortable, although now there'll be vaccinations, so it may make some of those people feel more comfortable. Eventually we'd like to get to know more doorside pickup. We just don't have the staffing available to support a robust doorside pickup and in onsite browsing, but we're willing to accommodate people in the interim, to make them comfortable and feel good. There are some people who like it more, it's like a concierge service.

Mariya Hurwitz:

Yeah.

Ashleigh Blake:

So we do have to face that.

Mariya Hurwitz:

If they know what they want.

Ashleigh Blake:

Yeah. Any question? That's it for me on COVID.

Mariya Hurwitz:

That was actually our last item on the agenda.

Dee Ratterree:

Yay.

Mariya Hurwitz:

I know we had a lot of content to get through and just need everyone's cooperation and patience. I knew this was going to be a long one. If we do not have anything else left, which I believe we don't, I can make a motion to adjourn the meeting.

Elly Bockley:

I second.

Dee Ratterree:

I second, second, second.

Barbara Ireland:

Third.

Laura Jagodzinski:

I think everyone's approving.

Mariya Hurwitz:

Everyone's approving. Okay. The meeting is adjourned at 7:53 PM. Thank you everybody. Don't forget to email me.