

THE SHERMAN LIBRARY

BOARD OF TRUSTEES

Minutes of the May 10, 2021 Regular Meeting

5:30 PM Remote via Zoom due to COVID-19 CT Stay Home, Stay Safe, Executive Order

BOARD MEMBERS:

Present: Elly Bockley, Henry Cooperman (Interim Treasurer), Ro D'Ostilio, John Ehrenreich, Irit Granger, Mariya Hurwitz (President), Barbara Ireland, Laura Jagodzinski (Secretary), Lauren Kenney (Vice President), Dee Ratterree

Absent: Jennifer Laviano

Quorum Present: Yes

Others Present: Ashleigh Blake, Executive Director

CALL TO ORDER: Mariya Hurwitz called the meeting to order at 5:36 PM. The meeting was held via video conference due to the Library closing related to the COVID-19 CT Stay Home, Stay Safe, Executive Order.

REVIEW OF THE MEETING'S MINUTES: Dee Ratterree and Barb Ireland

APPROVAL OF PRIOR MINUTES: Laura Jagodzinski motioned to approve the minutes from the April 19th regular meeting. Irit Granger seconded the motion and all approved.

EXECUTIVE SESSION: Trustee Vacancy, Staffing: Mariya Hurwitz moved the meeting into Executive Session and ended the session at 6:04 PM.

RETURN FROM EXECUTIVE SESSION: Mariya Hurwitz motioned to approve funding a part time bookkeeper to staff for the upcoming fiscal year estimated at \$2500, to be revisited annually. Dee Ratterree seconded the motion and all approved.

DIRECTOR'S REPORT: Ashleigh Blake highlighted items from the Director's report that was sent in advance of the meeting including the repair of the stone steps in front of the old portion of the Library and posting of the Children's Services Coordinator position.

SECRETARY'S REPORT: Laura Jagodzinski reported that updating the Procedures for Committees on Notices, Agendas, and Minutes is in progress and targeted for June or July Board approval. Laura Jagodzinski also noted there is an opportunity to create a privacy policy.

TREASURER'S REPORT: Henry Cooperman, Interim Treasurer, reviewed the financial reports and reported that ordinary income is \$77K, total expenses are down \$17K and total assets up mostly due to an increase in investment account balance.

INVESTMENT COMMITTEE REPORT: Henry Cooperman, Committee Chair, reported that the balance of the investment account at the end of April is \$1,129M up \$43K from the end of March (or 3.9%). Calendar year income is \$12K and on target to meet budget. Calendar year increase is \$123K or 12%.

NOMINATING COMMITTEE REPORT: Nothing to report.

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MEMBERSHIP COMMITTEE REPORT: John Ehrenreich, Committee Chair reported that the Committee finalized the member appeal envelope, a thank you card to organizations who donated, and a welcome letter to new Sherman residents and new Library users.

FUNDRAISING COMMITTEE REPORT: Irit Granger, Committee Chair gave an update on the July golf outing and Lauren Kenney, Event Chair, provided additional details. Flyers are being hung around town and the wider area, a press release has been sent to the local papers, ads will appear in the Tribune and Sentinel this month and next and the library website has been updated to provide for easy means of purchasing tickets and sponsorships. The Board support was requested for promoting the event and sponsorship.

UNFINISHED BUSINESS

POLICIES/PROCEDURES: Laura Jagodzinski summarized changes to policies and procedures that were sent in advance for feedback. During discussion it was noted to correct “Board of Directors” to “Board of Trustees” in the Inclement Weather Policy. With no further discussion Laura Jagodzinski motioned to approve the Inclement Weather/Emergency Closing Policy with the correction of Directors to Trustees; the Confidentiality Policy, and the Board email Account Procedures. Barb Ireland seconded the motion and all approved.

STRATEGIC PLAN UPDATE: Mariya Hurwitz led a discussion on the strategic plan, reviewing the timeline and expectations. Mariya then turned the discussion over to each team leader, who provided an update for their area. Technology – Laura Jagodzinski; Collaboration, Engagement and Programming – John Ehrenreich; Communication – Lauren Kenney; Flexible Space – Dee Ratterree; Fundraising – Irit Granger; Board Strength – Henry Cooperman; and Staff Development- Mariya Hurwitz.

COVID-19 UPDATE: Ashleigh Blake reported the Library building reopened to the public on May 4th from 12 - 4 Tuesdays through Saturdays with the same safety protocols in place from last year.

NEW BUSINESS

AMERICAN RESCUE PLAN ACT GRANT: Ashleigh Blake reported that there is grant money available to the Library for projects that fit certain criteria. Ashleigh will prepare a list of projects; confirm that they meet the criteria, and review with Mariya Hurwitz.

MEETING ADJOURNED: Mariya Hurwitz motioned to adjourn the meeting at 7:26 PM, Henry Cooperman seconded, and all approved.

NEXT MEETING:

- **June 14, 2021 5:30 PM** Regular Board meeting

Respectfully submitted,

Laura Jagodzinski
Board of Trustees, Secretary