

# THE SHERMAN LIBRARY

## BOARD OF TRUSTEES Minutes of the May 8, 2023 Regular Meeting

### Held at the Sherman Library

#### BOARD MEMBERS:

**Present:** Barbara Ireland (President), Mandy Croasmun (Secretary), Jeff Matusow (Co-Treasurer), John Ehrenreich, Dee Ratterree, PD Villarreal, Sharon Kleinberg (Co-Treasurer), Irit Granger, Christy Seewagen, Katy Osborn

**Absent:** None

**Quorum Present:** Yes

**Others Present:** Ashleigh Blake (Executive Director)

**CALL TO ORDER:** Barb Ireland called the meeting to order at 6:34 PM.

#### Minutes

- Reviewers of this meeting minutes (Irit and Jeff)
- Approval of prior minutes – April 17, 2023 (John and Dee)

**APPROVAL OF PRIOR MINUTES:** Barb Ireland motioned to approve, through unanimous consent, the minutes of the April 17<sup>th</sup> regular meeting. There was no objection, and the motion was approved.

#### Reports

- Director – there were no questions on the director’s report
- Secretary – there was no secretary’s report
- Co-Treasurer
  - Investment (Jeff) – Jeff gave an update on the performance of investments.
  - Operating Budget (Sharon) – there was no operating budget report this month
- Committees
  - Nominating (Barb) – newly nominated Board member Katy Osborn was in attendance.
  - Programming (John) – John explained how the library website currently has only two buttons on the main page for donation: a Membership button and a Donate button. There was discussion to expand the categories of donation options to better reflect the levels of options currently available. Having these donation options reflected on the main page will be clearer for donors who visit the website and will make it easier for them to select which level of donation that would like to contribute.
  - Fundraising (Dee) – Dee gave a final revenue of Golden Ticket which netted over \$11.7K. Amanda gave an update on the Women’s Soiree including current ticket sales, update on volunteers and an overview of needs and next steps. All Trustees are being asked to volunteer time and to promote attendance. Jeff asked all Trustees to donate floral décor that can be used in arrangements for the event. Amanda will begin soliciting food donors and will secure a Food Planner who will manage servers and food distribution the night of the event. Ashleigh gave an update on the Golf Fundraiser and said all volunteer positions had been filled and updated Trustees on opportunities for sponsoring a golf hole and ways to donate golf outings for the auction.

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### Unfinished Business

- Audio/ Visual Project (Ashleigh) – Ashleigh has received one of two estimates to upgrade the audio/visual equipment in the Barn (see previous minutes for details). After both estimates have been received a review will be completed and one company will be selected.
- Budget Hearings Update - Ashleigh gave an update that the Library town grant with a 3% increase was approved when the budget passed. She thanked all Trustees who were able to attend the budget hearings.

### New Business

- Orientation Moment – Ashleigh gave an overview of the Library Materials Selection Policy, the Library Bill of Rights and the Library Freedom to Read Statement. The Library Materials Selection Policy lays out how the library maintains an up-to-date collection of well-balanced resources to educate, inform and entertain the community. The policy includes a request for Reconsideration of Materials form. The Bill of Rights and Freedom to Read Statement are provided by the American Library Association and affirm that all libraries are forums for information and ideas and follow basic policies that guide their services.
- Drinking Fountain in Barn (Ashleigh) – Removal of the drinking fountain in the Barn was previously discussed as the unit is very loud and disruptive to author visits and lectures. Ashleigh researched the building requirements and found that the Library is required to keep the fountain in the barn so the decision was made to upgrade to a non-compressor unit which will be almost silent when operating.
- Annual Appeal – Ashleigh gave an update on the annual appeal process. Letters go out in July and mark the kickoff of the membership drive. It was proposed to find a way to offer an annual auto renewal to library membership as right now only a monthly renewal option is available.

## EXECUTIVE SESSION

### Trustee Vacancy, Staffing and Strategy:

Barb Ireland motioned to move the meeting into Executive Session at 8:04 PM. Irit Granger seconded the motion.

**RETURN FROM EXECUTIVE SESSION:** Barb Ireland noted the return from executive session at 8:36 PM. Dee Ratterree Seconded.

**MEETING ADJOURNED:** Barb Ireland welcomed Katy Osborn to the board. Barb motioned to adjourn the meeting at 8:37 PM, John Ehrenreich seconded the motion.

### NEXT MEETING:

June 12, 2023. 6:30PM Regular Board Meeting