

# THE SHERMAN LIBRARY

## BOARD OF TRUSTEES

**Minutes of the May 9, 2022 Regular Meeting**  
**6:30 PM Remote via Zoom due to public health concerns surrounding the COVID-19 pandemic**

### **BOARD MEMBERS:**

**Present:** Henry Cooperman, John Ehrenreich, Irit Granger, Mariya Hurwitz (President), Barbara Ireland, Laura Jagodzinski (Secretary), Lauren Kenney (Vice President), Caitlin Mandracchia (joined at 7:45PM), Jeff Matusow, Dee Ratterree

**Absent:** Ellen Archer, Cai

**Quorum Present:** Yes

**Others Present:** Jamie Cantoni (Executive Director), Al Kenney (Golf Event Co-chair)

**CALL TO ORDER:** Mariya Hurwitz called the meeting to order at 6:34 PM.

**REVIEW OF THE MEETING'S MINUTES:** Jeff Matusow and Dee Ratterree

**APPROVAL OF PRIOR MINUTES:** Laura Jagodzinski motioned, that if there was no objection, to approve the minutes from the April 18<sup>th</sup> regular meeting through unanimous consent. There was no objection, and the motion was approved.

**EXECUTIVE SESSION - Trustee Vacancy and Staffing:** Mariya Hurwitz motioned to move the meeting into Executive Session at 6:35 PM.

**RETURN FROM EXECUTIVE SESSION:** Mariya Hurwitz noted the return from executive session at 7:31 PM. Mariya motioned to nominate candidate Mandy Croasman to the Board of Trustees effective May 10<sup>th</sup> 2022 to replace the vacancy left by Ro D'Ostilio who stepped down effective May 4<sup>th</sup>. Irit Granger seconded and all approved.

### **UNFINISHED BUSINESS**

**PROGRAMMING COMMUNITY SURVEY:** John Ehrenreich, Committee Chair, described the process for conducting the community survey and agreed to incorporate Trustees' suggestions.

**LIQUOR LIABILITY MEMO UPDATE:** Laura Jagodzinski reported that she spoke with the Library Insurance agent, and we can proceed as planned for the Soiree and Golf Outing. Laura will update the memo and distribute to the Board for review.

**BUDGET:** Mariya Hurwitz opened discussion on the January 19<sup>th</sup> Board approved Library budget, and the proposed revision that reflected the actual Town approved grant amount and the resulting gap. Mariya motioned to approve the revised budget as shown, with town funding of \$187,200 and proceeds from sale of stock for \$9,580. Dee Ratterree seconded the motion. There was discussion noting the investment withdrawal did not need to occur now, and the Investment Committee would determine the most effective transaction. All approved the motion.

**STRATEGIC PLAN:** Mariya Hurwitz noted that the Team Strategic Plans were updated and distributed and moving forward team leads will provide quarterly updates: July, October, January and April. At the

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July update team leads will provide an update through June 2022 activity as well as mention any items that need to carry forward to the new fiscal year strategic plan.

**DIRECTOR'S REPORT:** Mariya Hurwitz asked if Jamie Cantoni had anything to add to the report and if there were any questions. Jamie identified challenges with the electrical contractors completing the lighting project, to which two trustees offered to reach out to the contractor to expedite. Jamie also explained the need to replace the compressor which will be addressed under new business.

**SECRETARY'S REPORT:** Mariya Hurwitz asked if Laura Jagodzinski had anything to add to the report and if there were any were questions. Laura had nothing to add and there were no questions.

**TREASURER, INVESTMENT COMMITTEE AND NOMINATING COMMITTEE REPORTS:** Mariya Hurwitz asked if Henry Cooperman, Treasurer Committee Chair, had anything to add to the reports and if there were any questions. Henry had nothing to add and there were no questions.

### **FUNDRAISING COMMITTEE REPORT:**

Mariya Hurwitz asked if Laura Jagodzinski, Soiree Chair, had anything to add to the report and if there were any were questions. Laura stressed the importance of the Trustees selling tickets, requested food contributions, and recognized their support to set up the event. Caitlin Mandracchia, Duckfest Chair, said individuals have volunteered to help with the Duckfest planning given Ro D'Ostilio's availability will be limited. Duckfest is September 10<sup>th</sup> at the Sherman School. Lauren and Al Kenney, Golf Event Chairs, reinforced the need for Trustees to promote the event, obtain sponsors and volunteer to help at the event. Mariya, tabled further discussion due to time constraints.

**PROGRAMMING COMMITTEE REPORT:** Mariya Hurwitz asked if John Ehrenreich, had anything to add to the report and if there were any were questions. John had nothing to add and there were no questions.

### **NEW BUSINESS**

**COVID UPDATE:** Mariya reviewed the need for the Board's agreement on the details for "What form of proof is required?" to be added to the website. The Covid Advisory group provided 2 recommendations and Mariya suggested using the Group's noted preference. Mariya motioned to define proof of vaccination for attendance at the May 27th Soiree event to be Option A, as follows: Proof of vaccination may be an original document or paper copy or photo image. Proof of a negative test may be a printed or photo image of negative result from a self-administered test or a test provider. Dee Ratterree seconded the motion. There was no discussion and the motion passed unanimously.

**HVAC COMPRESSOR:** Mariya recapped the prior discussion and quote on the HVAC compressor replacement. There was discussion that this project would be a capital expense and the cost may be less than the quote because the inverter Board has already been replaced. Mariya motioned to authorize the capital expenditure of no more than \$39,582 for the replacement of the HVAC CU-1 unit. Funding will be provided through liquidation of assets in the Vanguard account." Dee Ratterree seconded the motion and all approved.

**MEETING ADJOURNED:** Mariya Hurwitz motioned to adjourn the meeting at 8:34PM, Dee Ratterree seconded.

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**NEXT MEETING:**

June 13, 2022 6:30 PM Regular Board Meeting

Respectfully submitted,

Laura Jagodzinski  
Board of Trustees, Secretary