

THE SHERMAN LIBRARY

BOARD OF TRUSTEES Minutes of the June 12, 2023 Regular Meeting

Held at the Sherman Library

BOARD MEMBERS:

Present: Barbara Ireland (President), Mandy Croasmun (Secretary), Jeff Matusow (Treasurer), John Ehrenreich, Dee Ratterree, PD Villarreal, Christy Seewagen, Sharon Kleinberg (Assistant Treasurer), Suzanne Telsey, Katy Osborn

Absent: Irit Granger

Quorum Present: Yes

Others Present: Ashleigh Blake (Executive Director)

CALL TO ORDER: Barb Ireland called the meeting to order at 6:33 PM.

Minutes

- Reviewers of this meeting minutes (Barb and Katy)
- Approval of prior minutes – May 8, 2023 (Irit and Jeff)

APPROVAL OF PRIOR MINUTES: Barb Ireland motioned to approve, through unanimous consent, the minutes of the May 8th regular meeting. There was no objection, and the motion was approved.

Reports

- Director – there were no questions on the directors report; there was follow up discussion of solutions to secure the historic barn doors on the outer wall so that they cannot open and close and therefore not move and bang the barn wall in high winds; there was also discussion of ideas to prevent birds from nesting above the barn doors and dropping waste down the wall.
- Secretary – there was no secretary's report
- Treasurer and Assistant Treasurer
 - Investment (Jeff) – portfolio continues to be adjusted to be balanced to reflect current market conditions and balance investments to be 50/50 stocks to bonds
 - Operating Budget (Sharon) – Sharon reported that soiree revenue brought the fundraising budget within projected levels for the year
- Committees
 - Nominating (Barb)
 - Programming (John) – John reported that programming policy documents are being drafted to set standards for the approval process of library program requests.
 - Fundraising (Dee) – the fundraising committee meeting was held earlier in the week. Amanda, co-chair of the Women's Soiree, reported that revenue for the Soiree exceeded budget by 58% bringing in over \$20K in gross revenue. Katy Osborn reported the book sale was very successful and brought in over \$4,500 in pre-sales, weekend sales and the special sale of a rare Keith Haring art book from the 80s which brought in \$1,400. Ashleigh reported the Golf Tournament ticket sales are live, the web portal is open, flyers are posted around town and surrounding towns and the marketing campaign has started.

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BOARD OF TRUSTEES

Volunteers for the event are full and the fundraiser is still seeking donations of golf outings for the silent auction.

EXECUTIVE SESSION

Trustee Vacancy, Staffing and Strategy:

Barb Ireland motioned to move the meeting into Executive Session at 7:16 PM. PD seconded the motion.

RETURN FROM EXECUTIVE SESSION: Barb Ireland noted the return from executive session at 7:57 PM.

Unfinished Business

- Audio/ Visual Project (Ashleigh) – Structured Home Solutions gave a bid to upgrade and improve the audio visual equipment in the barn and has been selected after Home Media Designs passed on the project. Installation of the new audio/visual equipment will take place June 28-29th thus completing one of the major goals of the Strategic Plan.
- Annual Appeal, Membership Kick Off Campaign begins in July (Ashleigh) – John and Ashleigh are designing a Membership landing page to include more donation categories including legacy, memorial and monthly giving. This page will be ready for the July membership kick off campaign.

New Business

- Orientation Moment – Barb explained the history and process of the library annual meeting which is held every Oct. The annual meeting requires a lot of preparation by the library Executive Director and Trustees who hold positions. One area that must be prepared in advance is proxies for the meeting and that will be discussed soon.
- HVAC Maintenance – Ashleigh reported that a fan needs to be replaced in one of the HVAC systems, also the outdoor air supply vent timer is not functioning properly. Both need to be replaced.
 - Barb Ireland made a motion to authorize Ashleigh as the library Executive Director to spend up to \$3,600 for HVAC repairs. Motion was seconded by Sharon Kleinberg. All in favor, motion passed.
- Grant Application State of CT – The Sherman Library was awarded the Fiber to the Library Grant for 2023. In the fall of 2022 the library was assessed by Novus to determine the need for an upgrade of the internal technology connections at the library. Once connection upgrade need was determined the CT State Library then assessed if the Sherman Library had the required funding to complete the recommended upgrades. Ashleigh is waiting for final approval from the CT State Library. If approved, this upgrade will only cost the library 1/8th of the actual cost to upgrade the connections. We are very excited for this approval.
 - Barb Ireland made a motion to authorize Ashleigh as the Executive Director to expend \$1,700, the Sherman Library matching money, required to access the Fiber to the Library state of CT grant of \$6,030. Motion seconded by John Ehrenreich. All in favor, motion passed.

THE SHERMAN LIBRARY

BOARD OF TRUSTEES

MEETING ADJOURNED: Barb Ireland motioned to adjourn the meeting at 8:24 PM, Sharon seconded the motion.

NEXT MEETING:

July 10, 2023. 6:30PM Regular Board Meeting