

Mariya Hurwitz:

Hey, oops. I got a little message here. Okay. All right.

Mariya Hurwitz:

Today is Monday, June 14th. This is the regular monthly meeting of the Sherman Library Association Board of Trustees. This is Mariya Hurwitz, board president. I would like to call the meeting to order at 5:34 PM. Laura?

Laura Jagodzinski:

Alrighty. Thank you. Mariya. Laura Jagodzinski. Could I have two volunteers for today's minutes?

Barb Ireland:

Hi.

Dee Ratterree:

Me.

Laura Jagodzinski:

Got it. Barb and Dee. Thank you again. I would like to next motion to approve the minutes from the May 10th regular meeting and then May 25th special meeting.

Dee Ratterree:

I so move. I so move.

Laura Jagodzinski:

Thank you. Dee, all in favor?

Dee Ratterree:

Aye. Aye.

Laura Jagodzinski:

All approved back to you, Mariya.

Mariya Hurwitz:

Great thanks. So Ashley, I'm going to have you move us over to executive session. Then I will text you when we're ready for you to come in for staffing discussion.

Mariya Hurwitz:

This is Mariya Hurwitz. It is 6:13 PM. We are resuming the regular session of the Sherman Library Board of Trustees. Again, this is still Mariya Hurwitz. I'm going to turn you over to Henry in a moment to make a motion regarding candidates for our trustee vacancy. I just wanted to state that we feel really positive about these two candidates. One comes with a strong financial background, one comes with a very strong fundraising background. Two really important sets of skills that we need... on the board. So Henry, over to you.

Henry Cooperman:

Thank you, Mariya. This is Henry Cooperman. I'm the... chair of the nominating committee and I'd like to put into nomination the names of Jeff Matusow. M-A-T-U-S-O-W. And Caitlin Mandracchia... for the openings... for the Sherman Board of Trustees.

Laura Jagodzinski:

(Silence)

Mariya Hurwitz:

Laura, you're on mute.

Dee Ratterree:

I second. Do you need a second?

Henry Cooperman:

You're still muted, Laura.

Dee Ratterree:

I second and I'm not muted.

Laura Jagodzinski:

Dee seconded, that's fine. All in favor?

Dee Ratterree:

Aye.

Laura Jagodzinski:

Any opposed? Any abstain? Thank you.

Mariya Hurwitz:

Great. All right, thank you. Okay. It is Ashleigh. Ashleigh Blake, director's report.

Ashleigh Blake:

Great. This is Ashleigh Blake. You all received the director's report. I'll touch on a couple highlights. We are now open completely. I will chat about that a little during the COVID portion of the meeting as well. You see we've had a lot of programs that are still moving along. We are still virtual in all of them. We have a new art show. Our website... the recorded programs page was launched, so now people can go and see programs that were recorded. Not all of the programs are recorded, it depends on the presenter's... choice. But those that are go up on that page so that people can catch them if they miss them or if they want to watch them again, in the case of some of the cooking programs.

Ashleigh Blake:

Under staffing... Cheryl Mandracchia stepped down from the role of Children's Services Coordinator at the end of May. She will remain part of the staff. She's shifting to the role of Early Childhood Educator

and will be leading... toddler and pre-K programs on Thursdays. The staff did their self-evaluation. I will be following up with my evaluation and have that wrapped up by the end of June. And we had some trim in the foyer painted, so we're... clipping along at some of our facilities projects. I think that's about it for the director's report. Any questions on that? No? Okay.

Ashleigh Blake:

Moving onto stats. As you can see, it's interesting now. Circulation in the downloadables are kind of shifted position. You can see the jump in May as we opened to full hours. A lot more book circulation. And our downloadables are going down. So those were high before and the book circulation was okay, but now it's rising. Let's see here, the programming is still good... I don't think there's much else. Obviously, curbside visits are going down, too. We have not eliminated that, we still offer it. But in the past two days that we were open, nobody partook in it. But occasionally, somebody does, so it's there until we make a decision to stop that service. Any questions on the stats?

Mariya Hurwitz:

When did we start curbside, Ashleigh?

Ashleigh Blake:

Oh, goodness. So, we started curbside... I would say in... so we closed March, probably April? Like end of April, beginning of May.

Mariya Hurwitz:

End of last year? Or... [crosstalk 00:04:17]-

Ashleigh Blake:

Yes.

Mariya Hurwitz:

Oh, okay.

Ashleigh Blake:

Yes. And offered it and then we opened last summer. But those were limited hours, like four hours a day with the door check-in and everything. We still offered curbside. And then it picked up again, obviously, in the winter. So it's still available, just not a lot of people are taking part in it, which is fine.

Mariya Hurwitz:

Okay.

Laura Jagodzinski:

Ashleigh.

Ashleigh Blake:

Yes.

Laura Jagodzinski:

On the website... hits. I know that now we have the new website, we're getting our stats from a different place. The stats seem to have gone down, so I'm just wondering if that's due to different... the different website. And a different way to calculate those website visits.

Ashleigh Blake:

It could be. So before, Bibliomation tracked that... and I would ask them for the numbers. Sometimes, I'd get a crazy number and I'd say, "Really?" And they'd go, "Oh, whoops! No, it's this one." So I'm not sure. I was not getting that personally, like gleaning it from analytics on the source. This one, I am. I go right into Squarespace, I set the month. And I look at it. I will say as downloadables and thing diminish, too, people were going there for information. Maybe they're not going there for information as much. But there'll be more promotion for different aspects of the website as well. But I have a feeling, Laura, that it has more to do with kind of transitioning from two different... recording devices.

Laura Jagodzinski:

Yup. That's what I figured. Okay, thanks.

Ashleigh Blake:

Sure. Anything else? Oh, Barb, yes. Barb, you're muted, I'm sorry. I can't hear you.

Barbara Ireland:

The library cards... Is the drop because of people dying or moving?

Ashleigh Blake:

No. So the library cards run... you have them for three years before they expire and that's an automatic, just to control... people move out of town, nobody comes in and closes out their library card. So what happens is... it helps to clear out that, people who aren't using them anymore or have moved away. People contact me to renew them. They do get an automatic e-mail from Bibliomation that says, "You're card is about to renew- I mean, expire," and then they call us or they come in and we renew it. Like a year and a half ago, they were dipping a little and we printed out a list of people who had expired. And we started calling them to say, "Did you know your card's expired?" And some people were like, "Oh, just update it again." So sometimes, it's indicative of people who just haven't come in in a little while. So it maybe time to do that again, print out that list and hound people if they are... if they'd like it renewed. But generally, they can't use the card until they renew it. It's a stopper. So, sometimes I get e-mails at night from people who are trying to get onto Hoopla and can't because it expired and they're desperate. So that's what happens with that. It just automatically does it every three years.

Barbara Ireland:

Okay, thank you.

Ashleigh Blake:

Sure. Okay. That's all for me.

Mariya Hurwitz:

That's all for you? Okay. Thanks, Ashleigh. Laura? Secretary report?

Laura Jagodzinski:

Laura Jagodzinski. I have not made progress on the procedures for the committees. But I'm still targeting to have that updated... for next month. And I just want to thank everybody in advance for stating your name before you speak or ask a question. It saves me time in doing the transcript, so thank you very much. That's it, Mariya.

Mariya Hurwitz:

Okay. Mariya. I'm turning it over to Henry for the treasurer's report.

Henry Cooperman:

Hi, this is Henry Cooperman, the interim treasurer. Our highlights include our total income, as you can see, is up \$19,153. Or 6.6% compared to the previous year. And that's mostly related to grants. I... can't thank the membership... committee enough because with their great help, our membership income is up 14% over the previous year. So that's great to hear. Our town grant was up \$4,825... versus the year to date, or the previous year. And our total expenses are down \$3,829 for the same period of time. On the balance sheet, our total assets have increased \$190,000. Mostly due to the increase in the investment account. That's a summary of the treasurer's report. I'll accept any questions if anybody has any.

Mariya Hurwitz:

I don't have a question, I'm just going to state that I'm just noticing that there's a formula error and I'll talk to the bookkeeper about it on the budget fiscal year to date report. Just in the variance column, there seems to be a formula that's getting those variances up in the income section a little... It's a little crazy looking, but I will talk to... Sue about that.

Henry Cooperman:

Yeah. I see what you're talking about.

Mariya Hurwitz:

Yeah, yeah. I just wanted to state that in case it comes up at future... that it's just noted for the record. Okay. Thanks, Henry. All right...

Henry Cooperman:

Do you want me to continue?

Mariya Hurwitz:

Yes, please.

Henry Cooperman:

Hi, this is Henry Cooperman, the chair of the investment committee. And I'm pleased to share that the downs of the investment account, as of May 31st, 2021, was \$1,139,342. This was up \$11,143 from the end of April. And our balance at the end of May represents a 13.3% increase from December 31st, 2021 balance. The account remains very diversified and there were no trades during May. I'll accept any questions... if you have any. Thank you.

Mariya Hurwitz:

Henry, it's Mariya Hurwitz. Do you have anything to report on the nominating committee?

Henry Cooperman:

At this time, there is nothing else to add from the nominating committee.

Mariya Hurwitz:

Okay. Thank you. And John. Anything for the membership committee?

John:

(Silence)

Mariya Hurwitz:

Oh, it's... John, I think you're on mute.

John:

I did meet with Laura last week to just make sure that the website materials conformed to the texts for the various membership materials that we've developed. There weren't any substantive issues there, so it didn't seem necessary to involve the whole committee. And otherwise, nothing.

Mariya Hurwitz:

Thank you.

Barbara Ireland:

Barbara. John, I have a question. I now have three reports from the town clerk's office on new property owners in town. And do you want me to turn those over to you so that we can maybe get a welcome letter out? It's not that many people yet. It's maybe, I don't know, 15 people.

John:

Well, we never really figured out what our process on that's going to be. Is that going to be something that the chair of the membership committee does or that Ashleigh does?

Ashleigh Blake:

I thought it was the committee, but I will say that the appeal will be going out on July 5th. So it may pick up some of those people, but you may still want that introduction letter as well.

Laura Jagodzinski:

I think it should either be the membership or the fundraising committee that works on that. That's not an executive director responsibility.

John:

Okay. Well, then send me the names and I'll coordinate with Ashleigh to get the letter out.

Barbara Ireland:

Okay. (Silence)

Ashleigh Blake:

Can I just note that John was mentioning that he and Laura reviewed the website? That the verbiage that's on there right now does coincide with our current membership levels and... but starting July, after the next appeal, it won't. So that's definitely when it needs to be transitioned before that so it coordinates with the new membership levels and everything. (Silence)

John:

The rest of the language is all entirely consistent with the printed materials.

Mariya Hurwitz:

Great, thank you. Again, this is Mariya. Irit, can I turn it over to you for fundraising committee update?

Irit Granger:

Yes. This is Irit Granger. The fundraising committee... is obviously very excited to be working on two events that will be live. Primarily because they're outdoors, but also because we're finally seeing an ease to the pandemic. So we have the golf event on July 14th and the book sale, bags and baubles sale coming up in August 14th, 15th.

Irit Granger:

As the committee continues to explore some other possibilities for future fundraising events, we... to incorporate in next year's calendar, maybe just a one-off. Every year, we do one thing special. That's what we've been sort of contemplating. And we've had some interesting ideas thrown around, which we'll bring to you once we explore them. But right now, the priority is to ramp up our efforts to generate ticket sales to the golf event. The main source of revenue for the event are the sponsorships. And we were really hoping for 100% participation from the board for at least a whole sponsorship, or to sell one. They're only \$125 each. I don't think we've got 100% yet.

Lauren Kenney:

No, we don't.

Irit Granger:

But Lauren can update us on how many tickets we've sold and sponsorships, et cetera. As well as any further event logistics we need to discuss. But hopefully, we're moving along. Lauren, can you take over?

Lauren Kenney:

Yup. This is Lauren Kenney. As of right now, we only have 30 players. So we really need to push that. We need 60 minimum to hold this event. I mean, there are... have been people who say they're going to join, but they haven't yet. You just have to kind of push them into... doing it. If you want to keep spreading the word, everybody, we would appreciate it. A few board members have not yet sponsored a hole. So, if you haven't done that, please do. And for people who have sponsored a hole, we need to get the artwork in. I would really like to go get those signs printed. Henry, we're still waiting, if you would like a sign, what you'd want it to say. If you don't want a sign, that's fine. Just let us know.

Henry Cooperman:

Okay.

Lauren Kenney:

Karen did sign up for two foursomes, so we can go ahead and... sponsor the hole and have her, whatever we want to write for her. So Mariya, if you want to do that.

Mariya Hurwitz:

Yes! Yeah. I'll take care of that, thank you. And I think I just have one more person who... I need to do their contribution for that... that Karen sort of recognition sponsorship. [crosstalk 00:16:49] Yes. So, yeah, anybody who hasn't either dropped off a check at the library. I think it was \$12, if I'm remembering, per person. So feel free to round up. But yeah, [crosstalk 00:17:05]

Dee Ratterree:

Yeah, we rounded up to \$15, right? Wasn't that the...

Lauren Kenney:

\$12 or \$15-

Mariya Hurwitz:

That was... Yeah.

Lauren Kenney:

Yeah.

Dee Ratterree:

This is Dee Ratterree. What was... was it a good a idea to round up to \$15?

Mariya Hurwitz:

Yes, yes. I think a couple people rounded up higher as well. So if you just either Venmo me or drop a check off at the library, that would be helpful.

Lauren Kenney:

And then, if... I don't know, Mariya or whoever wants to come up with whatever we want to write on the sign. So same thing there.

Mariya Hurwitz:

I will.

Lauren Kenney:

[crosstalk 00:17:35] just be simple, but whatever.

Mariya Hurwitz:

Yes, I will.

Lauren Kenney:

Okay.

Irit Granger:

Lauren-

Lauren Kenney:

I'd really like to get it signed a little early. Like I know they say, I think, they don't have to get the artwork in until 10 days ahead, but I really would feel uncomfortable waiting that long, just in case. So, the sooner the better.

Irit Granger:

Lauren, Lauren.

Lauren Kenney:

Yeah?

Irit Granger:

Did the Old Oak send you his logo?

Lauren Kenney:

No. Can you please reach out to him and ask him again?

Irit Granger:

Ashleigh, did you send the note to him? Because-

Ashleigh Blake:

I did. I did, I sent him the letter that has all the different... if you want just the name or what the resolution is for graphics.

Irit Granger:

I'll get on his case because he sponsored two holes.

Lauren Kenney:

Right. Well, right. I mean... we can do two signs. There are other people who sponsored two holes... We were only going to do one sign, but if he wants two signs, that's perfectly fine. We just need whatever it is you need to...

Irit Granger:

He prefers the last hole, if that's possible.

Lauren Kenney:

Yeah. Actually, Ashleigh said he preferred the last two holes. Or whatever-

Irit Granger:

Last two holes is what he told me, yeah.

Lauren Kenney:

Okay, that's fine.

Irit Granger:

Okay.

Dee Ratterree:

Lauren, can you zip e-mails to the board members who haven't yet fulfilled their... coal mine.

Lauren Kenney:

I have. I have. And so has Ashleigh. That's all we can do.

Dee Ratterree:

Oh, that was Dee Ratterree asking that question.

Lauren Kenney:

Okay.

Barbara Ireland:

[inaudible 00:18:59]

Lauren Kenney:

So I just wanted to confirm the people who said they would volunteer for the day of at the golf course. Well... let's see. Barb said she would do it in the morning before it started because she'll be playing, right? And Mariya...

Dee Ratterree:

[inaudible 00:19:20]

Lauren Kenney:

Possibly if her child went to camp? Is that going to happen?

Mariya Hurwitz:

Oh, no. My child is going to camp during that time. What I said was... whatever time you need me to fill in, I can do... wherever you need me to fill in.

Lauren Kenney:

Okay. I mean, you can just let me know. Send me an e-mail if you need to be home by a certain time for when camp ends or whatever it is.

Mariya Hurwitz:

Kid's gone, so it's fine.

Lauren Kenney:

Oh, sleep away camp.

Mariya Hurwitz:

Yeah.

Lauren Kenney:

Good, okay.

Mariya Hurwitz:

So, whatever you need for me to do, I can...

Lauren Kenney:

Okay, good. All right. And Irit, you said you would come with a friend, right? Okay. So Laura, thank you for... If all those people can do it, then that's all we need, so that would be great.

Laura Jagodzinski:

All right. Well, I'll stay open and let me know.

Lauren Kenney:

Okay, thank you.

Irit Granger:

Lauren, Lauren. I'm just not sure about the friend part because it's a lot... I forgot it was a Monday, which is a workday.

Lauren Kenney:

Oh, okay. So Laura might be the friend. Okay. Thank you, all right. I'll let you know.

Mariya Hurwitz:

[crosstalk 00:20:18] Barb has a question.

Barbara Ireland:

Actually, it's two things. Number one... Ashleigh, did we ever hear from the bank? About sponsorship yet?

Ashleigh Blake:

Yes, the manager called me to ask if we had received a check and I said we had not. And she said she'd look into it.

Barbara Ireland:

Okay.

Lauren Kenney:

All right. [inaudible 00:20:38]

Barbara Ireland:

All right. And then, secondly, I just wanted you to know, Lauren, that I am going to meet with the... ladies who play golf at River Oaks on Wednesday. And I will be taking all the information so I'm hoping that we're going to get some people from there.

Lauren Kenney:

Okay, great. Thank you, I appreciate it.

Barbara Ireland:

Okay.

Lauren Kenney:

Well, that's good. [crosstalk 00:20:58]-

Dee Ratterree:

This is Dee Ratterree. Can I just remind everybody to state their name? So Laura Jagodzinski does not lose her mind.

Lauren Kenney:

Okay.

Barbara Ireland:

I did.

Lauren Kenney:

What else? So I was just going to discuss with Ashleigh... We add a charge of \$29 every time someone signs up for a foursome from Square. Can we like open a Venmo account so we don't have those charges and have pay on Venmo? Is that a possibility?

Ashleigh Blake:

Sorry, this is Ashleigh Blake, Lauren. Are you asking for through the website? At the day of? I mean, we already have a Square account. We have to be concerned with being secure and I've got multiple accounts going. So setting another one up is... it's an effort.

Lauren Kenney:

Right. Well, we don't have to do that this time on the website, but for the day of... that would be good, if we can do that. Do you think?

Ashleigh Blake:

We have a Square account that can be used the day of, that same account can be, but I am not totally familiar with setting up Venmo. I know Mariya has a Venmo account, but that would be something if... the board or the financial committee would be comfortable with another account.

Mariya Hurwitz:

I can work, maybe, Henry or... Again, sounds like something like a treasurer type role. But I think all we would do is... set up a Venmo and link it to the Webster... our main checking account.

Henry Cooperman:

Yeah. You can open up a business Venmo account.

Lauren Kenney:

Yeah, okay.

Mariya Hurwitz:

There might be fees, right, Henry? With the business Venmo?

Henry Cooperman:

Yeah. I think Venmo's charging businesses fees. I think they were doing something for... free, but I think if somebody's there with a Square reader... the day of the golf outing, they easily pay by... credit card. And then, I'm not sure if you want to do petty cash. In case anybody wants to pay by cash.

Lauren Kenney:

Well, yeah, we will. But a lot of people don't walk around with cash.

Henry Cooperman:

Yeah. So I think it could be easily done and... with using a portable Square reader for that day. And I know we've used it at the... for the holiday party. [crosstalk 00:23:32]-

Ashleigh Blake:

This is Ashleigh. We have Square-

Henry Cooperman:

... that we go back to sometime soon.

Ashleigh Blake:

This is Ashleigh Blake. We do have Square readers. We've used them for Duck Fest, for the holiday party, for the soiree. We're set up with that. That's not a problem. But it does charge a fee, but it sounds like Venmo also charges a fee. I think it's hard to get-

Lauren Kenney:

Well, Venmo is free, maybe the business account is different. It is free, generally.

Henry Cooperman:

Yeah. The business account, they charge, Lauren.

Ashleigh Blake:

All right.

Lauren Kenney:

All right, so we'll stick with Square, I guess, for now.

Mariya Hurwitz:

Okay. Did you have anything else for fundraising or the golf outing?

Laura Jagodzinski:

Ro, did you have a question? On this?

Rosemary D'Ostilio:

No. It's fine. Thank you, though.

Mariya Hurwitz:

Are you sure, Ro?

Rosemary D'Ostilio:

[crosstalk 00:24:20] by the way. Yeah. I know that Caitlin is involved in... Richter. Is it okay to... ask them at Richter if they'd put up a sign for us?

Henry Cooperman:

[crosstalk 00:24:36]

Rosemary D'Ostilio:

That bad? I don't know.

Lauren Kenney:

No, it's fine. Richter's a public golf course, so they shouldn't have a problem. But for some reason, they did. They didn't want to put up the sign. But... I mean, if someone goes to Richter, they can spread the word there. And I think we... Al asked them also if they would donate a foursome. I guess they can't because it's a public golf course, so...

Rosemary D'Ostilio:

Okay. I just [crosstalk 00:25:04]-

Lauren Kenney:

Whatever.

Rosemary D'Ostilio:

... figure out how to get the word out. I'm not in the golf world, so I don't know...

Lauren Kenney:

Right.

Rosemary D'Ostilio:

So, thank you. That was Rosemary, Ro. D'Ostilio.

Mariya Hurwitz:

Thank you. Barb?

Barbara Ireland:

Yes. I want to ask Ro a question. This is Barbara. If Caitlin's involved at Richter, does she play in the ladies' league? Do you know?

Rosemary D'Ostilio:

This is Ro. No... No, she's involved with the play house. Like she just knows people at Richter who work at Richter. That's all I was thinking.

Barbara Ireland:

Oh, okay. But she doesn't play golf there?

Rosemary D'Ostilio:

Yeah. She doesn't play golf, no. I don't think she-

Barbara Ireland:

[crosstalk 00:25:36] I was hoping if she played in the ladies' league, that she could bring them in.

Rosemary D'Ostilio:

Right

Lauren Kenney:

But she must know people who play golf there if she's involved. So if you could ask her to spread the word, that would be appreciated.

Rosemary D'Ostilio:

Okay.

Barbara Ireland:

And you can send the flyer that's on the website. Very easily to people. So maybe you can just send it Caitlin and she could... take it around to some of the people she knows that play. That was Barbara again.

Mariya Hurwitz:

Thanks, Barbara.

Lauren Kenney:

That's all I have to report.

Mariya Hurwitz:

Okay. Thanks, Lauren. All right, Mariya Hurwitz. Moving on to unfinished business strategic plan. Ashley, is there a way to share my screen? I tried to do it in executive session and was not able to.

Ashleigh Blake:

Yeah. I'm just going to make you co-host.

Mariya Hurwitz:

Okay.

Ashleigh Blake:

Okay. You should be able to do so now.

Mariya Hurwitz:

I should be able to? Okay. All right, now I just have to find that document. Here it is. Okay. All right. So strategic plan is the first topic. First of all, thank you... all the teams for having your meetings and putting together your list for June. I have them up on my screen. Because we don't have a lot of time, I did just want to go through them. Let each team person read through their list of what their June... what we had targeted for delivering this month, this meeting, which was your aligned on list of overall goals for your team's plan. Not your things to accomplish in a year, but your overall strategic plan broken down by your specific team. So-

Dee Ratterree:

Mariya.

Mariya Hurwitz:

Yes?

Dee Ratterree:

This is Dee.

Mariya Hurwitz:

Yeah.

Dee Ratterree:

This is Dee. We have it all in front of us. I don't know why we need to read through it. Oh, because you're recording it?

Mariya Hurwitz:

Well, we don't necessarily need to read through it. There were a few that we didn't quite get the stuff put on the document. So maybe we could just look at those.

Dee Ratterree:

Yeah. I mean, it is now getting along to... 20 minutes, 15 minutes of 7:00.

Mariya Hurwitz:

We're five minutes behind my timeline schedule. So either I talk fast or we have to cut some stuff out of the meeting. Maybe what I'll do is since the technology team was first and Laura... devised this template, so she's intimately familiar with it. We can just look at Laura's and how she set it up. And then, those of you that have other teams... where you didn't get it exactly set up... in this way, we can... go back and fix it.

Laura Jagodzinski:

I think I can quickly walk through the technology team piece. And no, I'm not going to read it. So, what I want to point out is... Excuse me. For the very first section, the finalized list of projects. We did carry... almost all of the items that were listed... from the ideas from the tribute tree. And then we added others. So... for purposes going forward on the technology team, I don't think we need to retain the ideas from the retreat because our list of items under finalized list of projects represents everything that we want to do from now... through 2025. It's our current view. So... I'm not going to read them, I'm leaving them to everybody else. I'm just going to say are there any questions on the full list? Okay.

Laura Jagodzinski:

So the projects for 2021... Our focus there was we took a look at the projects and we really laid them out into what we wanted to now versus what we wanted to do sooner or later. And so, they're broken out. What I would like to say is for the projects for the upcoming year, there are several there. Some of them are... quick wins. Others, we thought we would be able to do based on the ARPA funding that Ashleigh's going to cover later. So some of those things did not get funded. They did not meet the criteria, therefore we're going to have to revisit the projects for this year. So for example, the AV equipment in the barn and in the meeting room are not part of the ARPA grant, so we're probably going to have to revisit our list.

Dee Ratterree:

Laura, this is Dee Ratterree. Am I on mute or not?

Laura Jagodzinski:

You're not.

Mariya Hurwitz:

You're good.

Dee Ratterree:

You and I cross over. I'm the flexible... So we have a lot of things in common and I don't know how... can put those together, but... And all of ours depends on the ARPA grant for the next year. So... we overlap. We not only overlap, we have exactly the same thing.

Laura Jagodzinski:

Yeah. So, Dee, why don't you and I just schedule like a half... This is Laura Jagodzinski. Why don't you and I just schedule a half hour? And we can align our two. And we could keep things as just a... action under one or maybe just a placeholder with a cross reference to the other. Because there are going to be others that are going to have the same thing.

Dee Ratterree:

Okay.

Laura Jagodzinski:

The crossover, okay?

Dee Ratterree:

Coolio.

Laura Jagodzinski:

I think Dee brought up a really good point. It's really important for everybody to look through here. Look through each of the plans and identify those things that are crossovers. And wherever this is some crossover, to work with that team lead to figure out who's going to track it and carry it forward. So Mariya, does that kind of... does that cover what you were wanting to do?

Mariya Hurwitz:

So that's great and hopefully, that's helpful for everybody. So just in the interest of time, we're not going to go through each one of these. But take a look at your team's document. This one here is the staff development one. And you can see just listed out are... for today, these were the items that we believe belong on our overall strategic plan. I went ahead and did my July homework ahead of time and wrote down what we're going to focus on... for the next fiscal year. Just because we chose three things because they were so closely aligned and really important to get done. And we felt like they were accomplishable in a year. But that's going to vary depending on team. So just take a look at your document, make sure you've got your... In the June section, you go back and update it if you didn't have your list of items... for your overall plan listed out. And then for the next meeting... have your item or items for the next fiscal year that you're going to focus on. Questions on that and on this document? This document, you just keep updating each month. Yes, Laura?

Laura Jagodzinski:

So, Mariya, it appears to me that your finalized list of projects represents everything that had been in the ideas from the retreat. So we don't need to carry that anymore, do we?

Mariya Hurwitz:

Yeah, if your finalized list of ideas is exactly the same as what was in the retreat... you don't have to, if you feel like saving space on your document. I mean, to me, I don't personally care if you keep it there or not. But... if there's a reason I'm not thinking of why we would want to... eliminate it, that's fine. Yeah, so any other questions on this? On the format of the document? Okay.

Mariya Hurwitz:

All right. So then, just bigger picture. I know I've received some feedback, I've received some indirect feedback that... this is a lot of work. People are on two teams, typically. Laura is attending, probably, almost every single meeting. No question, we're a working board. It's a lot of work, but I'm really interested in hearing people's feedback on the necessity. I mean, we did the effort, right? You all know as we did the effort to come up with a strategic plan because we believed in that process and in that it was important for the library. But I want to make sure that we're all volunteers, that we've got work/life balance with our volunteer jobs, right? So I'm looking for feedback from people as to do we need to modify our approach to this? Is it reasonable? Is it too aggressive? So please. I feel like it's a lot of work as well, so don't feel like I'm going to... not want to hear that.

Rosemary D'Ostilio:

[crosstalk 00:35:36] Oh, sorry, Dee. You want to go first?

Dee Ratterree:

Go, Ro.

Rosemary D'Ostilio:

This is Rosemary D'Ostilio. And I'm on... two committees as well. I can't remember the exact names, but John is the head of one and Mariya, you're the head of the other. And as a participant, I feel like it's manageable. It is a lot, but it's manageable. I did notice that John put in... We discussed things just like you did, Mariya. We discussed the plan in the meeting, which was a couple hours. But then I noticed John and you also put in some more time to do the document in your own time. So as a participant, it seems like it's not as much time, but I'm curious as to how the heads of the committees are feeling.

Mariya Hurwitz:

Anybody want to...

Irit Granger:

I would like to. I would like to make a comment. This is Irit. May I?

Mariya Hurwitz:

Yes! Please, Irit.

Irit Granger:

I think that it's an important process. But I think those of us who are heads of committees... I mean, like the fundraising committee, the finance committee, the membership committee and so on, should probably have less responsibilities on these particular... not have to chair. Lead a strategic... Make them participate, but to lead is a little bit... of an onerous responsibility on top of... Like I'm not only the chair of the fundraising committee, but I serve on two committees. Membership and fundraising, and now I

also have to lead the strategic plan fundraising. I'm on the facilities. So, I would just... thought that those of use who are head of committees can maybe be excused from leading the particular strategic plan.

Mariya Hurwitz:

Yeah.

Irit Granger:

That's my thought. And I'm sorry about my dog.

Mariya Hurwitz:

I'm sure you've all heard mine, so... Thank you, Irit. I think that's a really... like obviously point that... but I'm glad you brought it up, right? No, I mean, like I hadn't thought of it, but that's really true. So, yeah. Hi, John. Just come off mute first.

Dee Ratterree:

Unmute, unmute.

John:

I think that... there may be variation from committee to committee on this. Because at least right at this moment, the big work on the membership committee was in the last few months. And so were now in a period where there's not an enormous amount in front of the membership committee. So it doesn't become a problem. But I think with the fundraising committee, which has its hands full... with just its routine things, I can certainly see that it would be a problem. I think the other question I have is... projecting going forward... what the issues may be around implementation around these... At some point, there's going to have to be an assignment of implementation responsibilities for various bits of this. And I think that... we shouldn't automatically assume that it's the chair of the committee, although it may well be.

Mariya Hurwitz:

Yeah. I agree. It cannot just be the chair implementing, but the chair might have the... "fun", air quotes, "fun" job of assigning those responsibilities to the committee. But it can't. Right. It can't all be one person's...

Dee Ratterree:

[crosstalk 00:39:30]-

John:

I'm also aware of some of the timeframe of various things and maybe very different for the different committees. So in the case of the... community engagement or... I never can remember what it's called. But that committee. A lot of the issues really reflect the impact of the pandemic. And so involve things for recovering or reevaluating as we emerge from the pandemic. So I think a number of those things may be six months from now when we see where we are, they're not, for the most part, major immediate issues. And again, that may vary from one committee to another.

Dee Ratterree:

This is Dee Ratterree. The flexible space is depending heavily on ARPA. And so... I don't know, that's... When the ARPA grant comes through, I mean, I think everything in our action for the next for action items... are based on ARPA monies. And that's what it is. So we can't do it until we find out if we get the money and then Ashleigh can assign us what she needs us to do about it... I think. Ashleigh?

Ashleigh Blake:

Yes. Yeah, this is Ashleigh Blake. It's been a lot of work on my end because I'm the advisor on many of these groups, which means I sit on and I plan all the meetings. I make the Zooms happen. So it has been a glut of planning as far as getting times because I'm the person who's the receiver. Like, "Here, these dates are available," on some calendar of all of you meeting at different times. So it has been a lot of work on my part, too. And some of these do get kicked to me to implement. So... it's been... a lot in addition to other things. ARPA grant, COVID, staff review, annual appeal. Everything going on simultaneously. It's a lot, so I'm hoping that it'll kind of space out now a little. Because it was ganged up at one point in the month where it was literally two, three weeks of just rapid fire meetings. And it was hard for team chairs to find a time... that was available because they were taken. So when it's that dense, then maybe it needs to be expanded a little or staggered so that it's not as on top of each other.

Laura Jagodzinski:

Okay, okay.

Dee Ratterree:

It's not necessary for every committee to... this is Dee Ratterree, to meet every month either, I don't think, is it? I mean...

Mariya Hurwitz:

Nope. No. This is Mariya. The committees are sort of... independent, so to speak. Like you figure out what you want to work on this year and you set up your meeting schedules to... accommodate what it is you've chosen to focus on. You bring it to the board... Sorry, my dog. You bring it to the board if you need money. But yes, each one would be very different. Yeah.

Laura Jagodzinski:

Mariya. Mariya, it's Laura Jagodzinski. So I think one of the things that I... want to point out is when we laid this out, we were doing this in... steps, small steps. The steps being what are the things that we want to do for the duration of the plan, what do we want to do this year. We actually never sat down and said, "Okay. Well, how will we execute any of the items that are even listed here?" We were trying to just say, "What do we have?" Is it a matchbox, a breadbox, or... a tank or trailer? And I think, before we say, "Let's just start moving on these," maybe we look at them and maybe that's not the next move is just to just move on them. We know we need to move on the ARPA grant because that's money that we're going to get and if we don't take it, we lose it.

Mariya Hurwitz:

Right. This is Mariya. The ARPA grant was sort of out of left field, in a way. Like we had a flexible space and a technology team. Like we knew we'd have to find money somewhere. That almost came out of left field, right? Yeah. So are you saying, Laura, like... to sort of rank the effort level involved in these? Or would you...

Laura Jagodzinski:

No. I guess I just hadn't thought about the direction that said, "Okay, Laura. As the team lead for the technology committee, you've identified these things. So what are you going to do next?" Right? It may be that if we look at all of these, there are some teams that have items that are more important than other teams. So maybe we say, on a particular item, we're not going to do anything else this year on this particular team. We're going to use our limited resources because we have limited resources. We'll focus on one of the other projects, right? Like I'm looking at the technology team and based on ARPA, I'm going to have to revisit this.

John:

This is John. I think there's... what that raises, really, is that within each of the teams, we can prioritize things. But there's a cross team issue as well. [crosstalk 00:45:12] in some cases, two teams have much the same recommendation. In some cases, a team has a recommendation that's really dependent on the recommendation of another team being finished. There are various other constraints of that sort. So I think that... our July step was to prioritize the things for this coming year. But I think that we need some kind of process for crossing over the teams and coming up with a master priority list. And it could be that one team gets left out entirely or it could be... the opposite.

Laura Jagodzinski:

Right. Right.

Mariya Hurwitz:

So... I mean, I'm thinking off the cuff here, brainstorming. If each of the teams comes up with the one... Staffing had three because they were so intertwined, but you come up with your one or two items that you want to focus on. If everybody submits those, just e-mails me or submits them or gives me this updated document ahead of time, we could come to the July meeting with a matrix of the items that each team is proposing to focus on. And we can look at them as a group and say, "Those two really have a lot to do with each other." Or, "That one is so not important compared to the six others that we're seeing on this list." Does that sound like a good approach?

Dee Ratterree:

Yeah. Yes. This is Dee.

Mariya Hurwitz:

Oh, you were fine.

Dee Ratterree:

Yes.

Laura Jagodzinski:

Mariya. Depending on what we have for the next July meeting... maybe it's just a separate meeting of the team leads. Instead of everybody, right? So we could pull that information. Just the team leads could sit down and speak for... their entire team. I think that might be more efficient to do it that way.

Mariya Hurwitz:

Yeah, and then it's [crosstalk 00:47:19].

Laura Jagodzinski:

... kind of like a workshop.

Mariya Hurwitz:

Do that in advance of the board meeting and then come to the board meeting with a proposal.

Laura Jagodzinski:

Right.

Mariya Hurwitz:

Okay.

John:

This is John. I was going to say more or less the same thing. Because I think for 11 people to try to sort out those different committees and make sense of them is just going to be so inefficient.

Mariya Hurwitz:

Yeah, okay. Great idea. Okay.

John:

We can just do that.

Barbara Ireland:

[inaudible 00:47:45]

Mariya Hurwitz:

Okay. Yes, Barbara.

Barbara Ireland:

I agree, John. I think that's a great way to do it. And Dee. Whoever said the team leaders meet together. My team had already figured out the two priorities they wanted to do for July 2021 to 2022. So they're done with that. So I was going to suggest my team not even meet between now and July, okay? Because that...

Dee Ratterree:

Unless you cross over. No, you don't need to meet.

Barbara Ireland:

No, no. We don't. [crosstalk 00:48:16]

Dee Ratterree:

No, no, no, right. You're right, you're right. Excuse me. That was Dee. Cross that out. Wrong. Wrong.

Barbara Ireland:

Of the two items that are our priorities, we do not cross over. But moving on forward, there are other items that we may cross over on. So we I would go to the meeting of the team, okay? That's fine. But the other thing I was going to say is... there's a lot on everybody's plate for a while here. And I think it would be a good idea... if people felt confident doing it. That the teams that did have to meet could just meet in person. Rather than through a Zoom meeting. And that that would cut down a lot on some of the... work that Ashleigh has to do, especially. So that... they could just meet for an hour. You don't have to meet that long, I don't think. But I do think, in terms of the heads of the various teams, the most productive thing to do right away is to do the cross over issue.

Mariya Hurwitz:

Love the idea. So what I will do is... And I'm going to talk about Zoom in a minute. But Barb, I'm starting to get comfortable. I went to Big Y for the first time without a mask on the other day. So I'm starting to get comfortable with in-person meetings. Sometimes, just my work schedule gets in the way. But what I will do is set up a meeting with the team leads. Irit will have to figure out if we're going to replace your... put a different lead on your team. We'll have to figure that part out, or you can recruit... try to recruit on of your teammates. But I'll put something on for... in the next couple of weeks for us to all get together. So just make sure each team lead just has to feel confident that they know what they've aligned on for their July... for their fiscal year priorities, excuse me. So, you can look for that from me. So... anybody else have anything to add before we close this topic out? Hi, Lauren.

Lauren Kenney:

Lauren Kenney. I mean, I don't think it's just arranging the Zoom meetings that's... Ashleigh needs to be involved in. She seems to be involved in all of them and it's a lot. And I don't know how we can solve that, but she seems to be the team advisor on every single committee.

Mariya Hurwitz:

Yeah. I mean, I've talked a little bit to Ashleigh, I think... Ashleigh, please feel free to jump in. Talked a little bit to Ashleigh and maybe this is a good time to... bring it up. If you're not sure whether Ashleigh needs to be at... This is Mariya Hurwitz, by the way. If you're not sure if Ashleigh needs to be at your meeting... let Ashleigh know what your agenda is for the meeting. Give her a call, shoot her a quick e-mail, let her know what it is you need to... and give her the choice as to whether she wants to attend or not. Because maybe Ashleigh will just tell you in five seconds what her point of view is on it and trust you to represent her point of view at the meeting. And then, she can be free to not attend.

Ashleigh Blake:

This is Ashleigh. Yes, that's fine. I mean, some of the information to advisory is... gleaned because the board members work hard and everything, but you're not in the library day-to-day. So questions on how does this work on the computer, these different things... Usually, that question gets thrown to me for that insight, but if that's insight that can be gleaned before, that's great. I'm fine. I don't need to be... I don't feel compelled to be there. If I'm not required. But if I'm required, then I think yes because that does make the time worthwhile. Because you don't want to have a meeting and then find out that... oh, that already exists and we just had this meeting. Kind of circle around, so... that's fine. Although, too,

now that you kind of set some of your... goals, then maybe you won't need me there as much because the goals are set and it's an action item now.

Mariya Hurwitz:

This is Mariya. You were part of the process of setting those goals, so you know what they are and gave input, at least in... at some level, gave input. Okay.

Dee Ratterree:

Mariya, so you're... I'm sorry. Are you telling us that we have, first of all, a team meeting, choose our goals, and then have a head of teams meeting?

Mariya Hurwitz:

So, I'm assuming most of you have already aligned on your goals, you maybe just didn't put them on the form yet. If you didn't, yes. Please touch base with your team and make a choice as to what it is you were thinking of focusing on, so that you can then come, like let's say two to three weeks from now. I'm willing to push it out until a little bit closer to the next board meeting so that the team leads can come together and discuss those... as a group.

Dee Ratterree:

And we can do that by e-mail, basically. We don't actually even have to meet.

Mariya Hurwitz:

Right! You choose how. Yeah. Yeah. I think us, I think the team leads [crosstalk 00:53:23]-

Dee Ratterree:

That was Dee Ratterree...

Mariya Hurwitz:

This is Mariya Hurwitz. I think the... we should meet, either Zoom or live, as the team leads to hash this out instead of through e-mail. It can get a little disorganized with version control and who responded to what. But however you want to communicate with your own teams is...

John:

This is John. I'm just aware that my team didn't... Somehow or another, we didn't manage to schedule a next meeting. But we still do have to set the priorities and maybe that can be done by e-mail, maybe it can't.

Mariya Hurwitz:

Yeah. You'll figure that out.

John:

It may be a little tight to... get it done in time for a team leads meeting before the next board meeting.

Laura Jagodzinski:

Yeah. Mariya, I'm thinking with everything that's on our plate right now... maybe we... Oh, we don't have a meeting in August... Our next meeting would be in September. Because I was going to say maybe we push it off.

Mariya Hurwitz:

It's got to work for everybody. So if we push it off in knowing that we wouldn't sort of... meet again until September to discuss this. If we don't discuss it in July, we would discuss it in September and that's fine. Like we're...

Dee Ratterree:

This is Dee Ratterree. Our entire, basically, strategic plan for flexible space team depends on ARPA. So that has to be solidified, I think. Ashleigh, right? And it depends on what Ashleigh wants, basically. That has to be clear in terms of your ARPA grant, right?

Ashleigh Blake:

Yes. Yeah. I'll touch on ARPA grant when we get to that and I can give you an update in what's in there because I know... Laura, our technology committee and, Dee, you with the flexible space, there were a lot of projects we wanted to put into that. But the parameters for that grant are quite strict and I asked the state representative about it at the library. And they were like, "Nope. Can't do that, can't do that, can't do that." So then, we had to kind of focus in on those areas that they are funding for. So yeah, but I can touch on the details of that during that portion. But that's going to be fairly soon. It's in a couple weeks.

Dee Ratterree:

Okay. Cool.

Mariya Hurwitz:

Mariya Hurwitz. Dee, I just wanted to... And this is for all the committees. We need to move forward with flexible space and technology regardless of the ARPA grant. The ARPA grant was something we weren't aware of when we came up with our strategic plan. So... if we didn't get that money, we would still need to do work on flexible space. So don't feel constrained by the ARPA grant. It would just require getting the money elsewhere, whether it's-

Dee Ratterree:

Yeah, okay. This is Dee Ratterree. Require getting the money elsewhere is a stopper there though, no?

Mariya Hurwitz:

Nope! It's not a stopper. If we decide as a board that we need to put up a glass wall in the library to separate the-

Dee Ratterree:

I wish. Not this year, right?

Mariya Hurwitz:

If that was a decision. If that was a decision that the committee made, then we would go through all... the whole process of presenting it and deciding whether that money comes out of capital funds. There are things that are going to cost money that we're not going to get grants for, that we're going to have to use our investments for. Or do additional fundraising.

Laura Jagodzinski:

And we can include it in the budget for next year.

Mariya Hurwitz:

And we can include it in the budget.

Laura Jagodzinski:

Because the budgeting process is... going to happen in November, December. Mariya, I was just thinking maybe we push it... We identify what is that we want done, but maybe don't have it on the agenda until September.

Mariya Hurwitz:

Done. Okay.

Laura Jagodzinski:

Right? But there's self-imposed...

Mariya Hurwitz:

Yeah, yeah.

Laura Jagodzinski:

... deadlines, right?

Mariya Hurwitz:

We don't have to kill ourselves here. We don't have to kill ourselves.

Laura Jagodzinski:

And we should keep moving things forward, but give us a little bit more time so maybe we can clearly articulate what we want to have done for the September meeting. And then just keep working towards it over... July and August.

Mariya Hurwitz:

So this is what I'll propose in that vein. So between now and the September meeting, each of the teams should align with their own teams on what they would like to have their project be for the year, the fiscal year. And as we get a little bit closer to September, I will schedule a team lead meeting. So we'll do everything we talked about 15 minutes ago. We'll just push it off until end of summer.

Dee Ratterree:

Okay.

Mariya Hurwitz:

Is that thumbs up with everybody? Does that seem more breathable and room?

Laura Jagodzinski:

Yes.

Mariya Hurwitz:

Okay, good. Okay. Thanks for the suggestion.

Laura Jagodzinski:

Mariya? It's Laura Jagodzinski. One more... item, just to make it open to the group. I went through each of the plans and... so I can see what's overlapped based on what's written here. I can put that summary together and get it out to the team leads. The other thing, I am willing to have a call with each of the team leads. I can be the tool jockey, update the Word document so that we're all consistent, and identify the pieces that are missing that might be in the wrong place. So I'm willing to do that if... I'm making the offer to each of the team leads.

Mariya Hurwitz:

Yes.

Barbara Ireland:

Yeah.

John:

Thank you.

Ashleigh Blake:

Thank you!

Lauren Kenney:

Thanks, Laura.

Dee Ratterree:

Okay.

Irit Granger:

Thank you.

John:

Mariya, I'm fading. So I'm going to...

Mariya Hurwitz:

John, thank you so much for sticking out as long as you did. Feel better.

John:

Thank you.

Barbara Ireland:

Put some ice, John. Put some ice on your face.

Mariya Hurwitz:

Okay. Mariya Hurwitz. I'm going to pass it over... Thank you all for the strategic plan discussion. I'm going to pass it over to Ashleigh for a COVID-19 update.

Ashleigh Blake:

Great. This is Ashleigh Blake. So the library opened to the public, again, on May 4th from 12:00-4:00. At that time, the front door was locked and people rang the doorbell to come in. And we would check them in there like we had done before Thanksgiving before. But starting May 18th, library extended our hours to the public to our pre-pandemic hours. So our regular hours, we are open. The door was unlocked, people come in, the staff is no longer going down and letting people in, which is a relief because that was additional work. So now, people just walk in. Patrons are currently allowed to be in the library for 60 minutes or less and the restrooms are available. Masks are still required. The state of Connecticut lifted the mask mandate indoors on May 19th, but they allowed businesses to make the choice for what was right for their establishment. And I will note that schools were required to still mask.

Ashleigh Blake:

I met with the COVID advisory group and we discussed the current conditions. Based on an advisory letter from the president of the Connecticut Library Association and to maintain a safe space for the staff and patrons, we decided to continue to require masks in the library building at this time. Something to be kept in mind is children under 12 cannot be vaccinated currently and they're a large portion of people who come into our library. And we do have a very open children's section. It's not a separated space downstairs.

Ashleigh Blake:

So our programs are currently Zoom, via Zoom, but we will be starting a toddler and pre-K weekly program outside on the property. This week, we'll be starting it. And the COVID advisory team will be meeting towards the end of June to discuss future steps in our return to normalcy. So we'll assess where we are now, where we're headed, what other libraries are doing, and make some calls for July. Any questions of COVID-19? Yes, Mariya.

Mariya Hurwitz:

This is Mariya.

Irit Granger:

I have a question. I have a question, sorry. This is Irit. Would we be in a position to hold meetings at the library? Among our respected committees? If everybody on the committee was comfortable, that is.

Laura Jagodzinski:

So, Ashleigh. Can I jump in on that one? I've been thinking about this. And what I'd like to suggest and get everybody's opinion is Ashleigh's got a meeting with the COVID advisory team. And why don't we, as the advisory team, take that... into consideration and make a call on that, whether it's team meetings. I think if it's one or two people... We have been doing that, but we've been doing it in the barn on a very limited basis. But if it's the entire board, that's a larger team meeting. So are you all comfortable by tossing it over to the COVID team?

Irit Granger:

Yes.

Lauren Kenney:

Yes.

Laura Jagodzinski:

Okay. So we would look at team meetings versus the whole board meeting.

Ashleigh Blake:

It's in my list of touch points for the next meeting. Different topics to discuss and consider. Which happens kind of each month, where we're going to be next month. A lot of people kind of are now like, "Door's open," and want everything to be pre-pandemic, but we do have to be careful about the steps we take and we do want to get there, we definitely do, but we have to consider... all of our patrons and everything in the process. And I think the COVID advisory group is very... thoughtful in that. So...

Mariya Hurwitz:

Okay. And when did you say you have your next meeting scheduled? Ashleigh.

Ashleigh Blake:

Yes, I believe we honed in on it today for the 23rd of June.

Mariya Hurwitz:

Oh great. Okay. So very soon. Nine days, okay. It's a good plan. Anything else on COVID? All right. Mariya Hurwitz turning it over to Ashleigh on the ARPA grant.

Ashleigh Blake:

Great. So with the ARPA grant, as we discussed at the last board meeting, the state library's allocated about \$15,500 to the Sherman Library under the ARPA grant. The grant proposal and the financial breakdown of how the funds will be spent are required and will be reviewed before approving the funds. So it's not guarantee that we get it. I have to defend it. The need. There is a strict set of parameters, like I said, what the library can spend the funds on. These parameters include expansion of wi-fi and technology with the intention of digital inclusion and equity, the purchase of safety equipment for COVID, the purchase of mobile furniture, and some day-to-day supplies.

Ashleigh Blake:

So when I met with the flexible space team and the technology team, we discussed some items that would fit into the ARPA grant categories while working towards some of the library's strategic goals. So

we'll be asking for funding for updating of the current wi-fi system. The technology that we've used in our current system, we found out, when I contacted Bibliomation, will actually not be supported after the end of this year. That wasn't something pre-planned, it's just that company decided to stop supporting. So this is coming at a good time to update that.

Ashleigh Blake:

We'll be setting up a guest wireless network, purchasing a wireless printer with fax and scanning capabilities, purchasing two mobile charging stations for around the library for phones and computers. We'll be purchasing some bookshelves for the children's section that are mobile. Additional chairs that stack for the program room and a rolling cart. New conference table for the meeting room and we'll be expanding our outside mobile workspace with outdoor charging towers, both electric and solar, and benches that convert into worktables and additional worktables for the back patio. That's something that we've seen more and more use of. People are on the back patio all the time. We've had many weather events where people lose power and they come to the library for wi-fi and power. And it also provides digital equity. You can be anyone and roll up and use it, free of charge. So we're trying to make that kind of inside/outside space of the library.

Ashleigh Blake:

I'll be submitting the proposal to the state library by the end of this week for initial approval... before sending it on by June 30th. So... that's it with ARPA. Any questions?

Dee Ratterree:

This is Dee Ratterree. Can I quickly jump in? That's everything on the strategic flexible space team, which is great. That's everything. I mean, you've covered it all. Do I wait to hear from you about what we get? Or...

Ashleigh Blake:

Yes. Yeah, no. I can let you know at the end of the month how that goes.

Dee Ratterree:

Okay, cool. Cool.

Ashleigh Blake:

I did also forget to mention that the grant doesn't pay for installation of things like these towers. But I met with Sal Catrona and he's kindly volunteered his services to install the electric for the outdoor charging stations. But there will be some cost for the wiring junction boxes, the supplies. I'm going to try to roll that portion into the grant, but there will also be a charge for digging the trenches... for the under wires and for the concrete bases for the towers. You can't just take these electrical towers and stick them in the ground. They have to be on a concrete plinth. He doesn't do that, so I'm going to be looking to somebody that can do that at a minimal cost. So that would be a cost that the library would have to pay, but it's nominal considering what we get... in return for it. If this all goes through, it could be really fabulous. It's a real feather in the cap of the library to have such a great, robust outdoor/indoor wi-fi accessible space.

Dee Ratterree:

Yeah. It's terrific.

Barbara Ireland:

Great idea.

Ashleigh Blake:

And thank you to Laura and Dee. Both those committees, both of you for meeting with me, too, to kind of hash over things because it's moving where it's like, "We think we can use this, but now we can't. Let's do this." So... I think that it's trimmed down, but I will find out definitively by the end of the month.

Dee Ratterree:

Great. Thank you. As always. Can we go? I got to eat dinner.

Mariya Hurwitz:

We're very close. Mariya Hurwitz here.

Dee Ratterree:

That was Dee Ratterree complaining.

Mariya Hurwitz:

I'm going to be very quick. Mariya Hurwitz again. Annual Appeal is the next topic. Ashleigh, I'll need you remind me of the date that we actually send out the appeal letters, but the letter has been written. Thank you very much to the membership committee for editing the document for me and making it just a lot nicer. And I'm just going to ask Ashleigh to give a quick update on where it stands with the printer, when they're going to be mailed, and do you need help with mailing?

Ashleigh Blake:

Great. So... Jean Robins from the Sentinel prints them, stuffs them, and mails them out postal patron. This first mailing goes out to the town and is a mass mailing. The second one in December is the one where we kind of hone in on people who have given in the past, but haven't given yet. Jean has the envelope layouts, which takes her the longest and she's working on that. I took the letter and sent it to Marie and Marie's done the layout on that. So tomorrow, I'll be sending Jean the layout on that and she'll print it, fold it, put it in the mail July 5th. And so, no, thank you for the offer. I don't need any board help on this one because this one is through the printer. And hopefully, it all goes out and people are... kind and send in their membership.

Mariya Hurwitz:

We are very much looking forward to seeing the results of the mailing and just really good work, good collaboration with the envelope design and making sure the letter with aligned with the envelope with our... proper wording and phrasing. So, good teamwork everybody.

Laura Jagodzinski:

Mariya?

Mariya Hurwitz:

Yes?

Laura Jagodzinski:

Laura Jagodzinski. I've got a question. The envelope talks about... provides an opportunity to request the legacy gift program for the library. I don't know if that needs to be updated. If it does, we should probably get working on that.

Mariya Hurwitz:

Get on what is our legacy gift program?

Laura Jagodzinski:

Yes. The latest I had in my files was from I think 2017. So we probably should get a look-see and update it.

Ashleigh Blake:

Definitely. I think I sent it out... to Mariya. I may have sent it to the membership committee more recently, the copy from 2017. This is what was sent before. Do you want to update? What do you want to do? I know that previously, Henry worked with Lisa Bilbro to kind of create that. So I don't know if it requires updating, I'm not a financial... person.

Henry Cooperman:

Yeah. If you want to send that to me, I'll take a look at it.

Ashleigh Blake:

Sure.

Mariya Hurwitz:

Can we put this on our July meeting agenda? Just to talk about again?

Laura Jagodzinski:

Yeah.

Mariya Hurwitz:

Okay.

Laura Jagodzinski:

Yes. But I think it...

Mariya Hurwitz:

Go ahead.

Laura Jagodzinski:

So we can put it on the July 19th agenda? But if these letters are going out the first week in July and somebody asks for a copy, I think we should be in a position to reply to that request. So I think it should be finalized before that.

Mariya Hurwitz:

Okay...

Laura Jagodzinski:

The last one dated 2017... The last one I had was dated 2017 and it was, "If you have further questions, to contact the executive director or Henry." So we just need to look at that and see if it needs to be updated.

Mariya Hurwitz:

Okay. Henry, I'll figure this out with you.

Henry Cooperman:

Yeah. Not a problem.

Mariya Hurwitz:

Okay.

Ashleigh Blake:

I'll send a copy to both of you. Tomorrow morning.

Mariya Hurwitz:

Thank you! Okay... Mariya Hurwitz. The Zoom update. So this has come up... in our previous discussion just regarding scheduling meetings, et cetera. Ashleigh is going to set up a second Zoom account. It's going to be associated with the SLBoard@Biblio.com e-mail address. It's going to enable me to be able to also schedule meetings and so that we're not constrained by just the... Because one Zoom account allows one meeting at any given time and it's also sort of hosted exclusively by Ashleigh, so... As we all know, it takes a bunch of time for her to... figure out the calendar and get everybody their meetings, et cetera. So we're going to have another account. Still working out the logistics with Laura and with Ashleigh as to how it's going to work and login and password, et cetera. So more to come on that, but you... Ashleigh, I think you're going to work on getting that setup this week. So within the next week, we will have a second Zoom account.

Mariya Hurwitz:

And I think even if the COVID... team decides that they are recommending in-person meetings, I think Zoom is sort of with us for life. There are going to be times when somebody can't physically make it to a meeting. They don't feel well, they've got to watch their kid. Whatever it is, I think we've all come to realize, I know I have, that it can be a very useful tool. And [crosstalk 01:12:59] use it. So just more to come, I'll communicate out separately as soon as I have more information on the Zoom account and its availability. So... questions?

Lauren Kenney:

Sounds good.

Mariya Hurwitz:

Okay. Last item on the agenda. HVAC update. Ashleigh.

Ashleigh Blake:

So, this was sent to you, the estimate. So as you know, we've been having issues with one of the heating/cooling units. We were receiving frequent error codes on the system display, which would lead to the unit shutting down. The load for the down unit was shifted to the other three, which it's sustaining, but there's concern about the hottest day of summer, the coldest days of winter. It was designed with four units, it should run that way. SO B&D did discover that the compressor was broken in that unit. They replaced it, but we still kept getting error codes. B&D contacted me and said, "Enough, we're done. You need to get a specialized LG commercial technician in here." And... LG suggested, too, in the state of Connecticut.

Ashleigh Blake:

I contacted IV... HVACR out of Manchester [inaudible 01:14:18] chaps. He came to the library and he assessed the system. And he has the computers, ran the diagnostics, and discovered that the problem in that unit is the circuit board and the reversing valve assembly need to be replaced. The refrigerant will also need to be removed for the process, so it will need to be primed again and re-added. And it's kind of deeper in the unit and pipes have to be cut and braised. It requires labor and parts. So he did break out, in his estimate, what portion is labor, what portion is parts. He knows what he's doing. He's an LG specialist and, unfortunately, we have to find a commercial specialist, not a home one. So... my request is for approval to... have Luke from IVs... I'm sorry. IHVACR come in, replace that unit, get us all back online. And he will also recalibrate the system afterwards because it then talks to all of the computers and the little monitor. So that's my recommendation to get this back up and running. It has been troublesome for a little under a year and B&D has been patient with it, but it's time.

Dee Ratterree:

Oh, I move that we... accept this... proposal from Ashleigh. Is that enough? This is Dee Ratterree.

Barbara Ireland:

Barbara, second.

Mariya Hurwitz:

Hold on, Laura. Laura's saying something.

Laura Jagodzinski:

Yeah. What's the motion?

Dee Ratterree:

I move that we accept the HV... the I... What is the name of it?

Ashleigh Blake:

IHVACR... estimate.

Rosemary D'Ostilio:

Proposal.

Mariya Hurwitz:

Yeah.

Dee Ratterree:

I move that we accept those estimates and proceed with the work. Dee Ratterree.

Barbara Ireland:

I second.

Henry Cooperman:

I would like to amend the motion by saying that we accept it and bring it to the investment committee's... to help pay for this... improvement that we need.

Mariya Hurwitz:

Yes. Just to discuss that for a moment. I agree. This money was not budgeted for. It's in addition to our planned expenditures... or capital for the year. So it should come out of investments, out of our vanguard account. Mariya Hurwitz.

Ashleigh Blake:

I agree on it.

Dee Ratterree:

So... this is Dee Ratterree saying her... recommendation and Henry's recommendation should be put together as... I'm losing the robin's rule of order. But I propose that we accept our recommendations.

Barbara Ireland:

We have to withdraw our motion, Dee. And I have to withdraw my second. And we start over with a new motion. And withdraw the second.

Laura Jagodzinski:

So Dee, you-

Dee Ratterree:

Somebody's-

Laura Jagodzinski:

Dee, you need to withdraw.

Dee Ratterree:

All right, bye.

Barbara Ireland:

No, your motion only. Your motion, not your body.

Dee Ratterree:

Oh. I was drawing... This is Dee Ratterree withdrawing her motion.

Laura Jagodzinski:

Barb.

Barbara Ireland:

I withdraw my second.

Laura Jagodzinski:

Okay. So...

Mariya Hurwitz:

This is Mariya Hurwitz. [crosstalk 01:17:42]

Laura Jagodzinski:

Mariya, do you want to state the motion?

Mariya Hurwitz:

Yes. Mariya Hurwitz. I'd like to make a motion that we accept the estimate that was presented to us by HVACR in the amount of \$7,625.92. And I propose that we fund this expenditure from our vanguard capital account.

Dee Ratterree:

Second. Third. Dee Ratterree, seconding.

Laura Jagodzinski:

All approve? Abstain? Against? We're all approved.

Ashleigh Blake:

Thank you.

Mariya Hurwitz:

All right. Mariya Hurwitz. That is the end of our meeting. We are one minute past the... two hour mark. So thank you, everybody. And I make a motion that we adjourn the meeting at 7:31 PM.