

# THE SHERMAN LIBRARY

## BOARD OF TRUSTEES

### Minutes of the Sept 12, 2022 Regular Meeting

#### **BOARD MEMBERS:**

**Present:** Ellen Archer, Mandy Croasmun, John Ehrenreich, Irit Granger, Mariya Hurwitz (President), Barbara Ireland, Laura Jagodzinski (Secretary), Lauren Kenney (Vice President), Jeff Matusow, Dee Ratterree

**Absent:** Henry Cooperman (Interim Treasurer)

**Quorum Present:** Yes

**Others Present:** Jamie Cantoni (Executive Director), Joanna Johnson (Trustee Nominee), PD Villarreal (Trustee Nominee)

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

**REVIEW OF THE MEETING'S MINUTES:** Ellen Archer and Barbara Ireland

**APPROVAL OF PRIOR MINUTES:** Laura Jagodzinski motioned to approve, through unanimous consent, the minutes of the July 11<sup>th</sup> regular meeting and the August 18<sup>th</sup> Special Meeting. There was no objection, and the motion was approved.

**DIRECTOR'S REPORT:** Mariya Hurwitz asked if there were any questions for Jamie Cantoni on her report. Jamie addressed several questions. Laura Jagodzinski will send the current Charter for the Facilities Advisory Committee to the Executive Director and Trustees.

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

**TREASURER, INVESTMENT COMMITTEE AND NOMINATING COMMITTEE REPORTS:** Mariya Hurwitz noted that Henry Cooperman Treasurer and Committees Chair was absent and asked if there were questions on any of his reports. There were no questions.

#### **FUNDRAISING COMMITTEE REPORT:**

Mariya Hurwitz asked the Fundraising Chairpersons if they had anything to add or if there were any questions on their reports.

- Mariya Hurwitz and Jeff Matusow, Gala Co-Chairs had nothing to add and there were no questions.
- Lauren Kenney, Golf Event Chair, reported the event was a big success and exceeded the profit target.
- Irit Granger, Silent Auction Co-Chair described the Gala sponsorship levels and encouraged the Trustees to leverage the provided documents to solicit auction donations and sponsorships. Irit and Co-Chair Ellen Archer have solicited businesses in neighboring towns and are making progress in adding auction items to the collection. This event will be exciting, and this is our first foray into online auctions.
- Barbara Ireland and Dee Ratterree, Golden Ticket Co-Chairs reported that the Fundraising Committee decided to move the Golden Ticket to April to better space out fundraisers.

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- Laura Jagodzinski, Soiree Chair had nothing to add on Soiree Pop-up sales and there were no questions.

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

### UNFINISHED BUSINESS

**COVID UPDATE:** Mariya Hurwitz asked if the Covid Committee had an update. Barbara Ireland reported there was no change – ready to return to in-library programming and masks continue to be welcomed and not required. Discussion on in-library programming followed. Recurring programs will return to in-person in a phased approach. Based on speaker and group needs programs may be in-person or remote, but not hybrid until the approved project to install technology that enables effective hybrid sessions is implemented.

**STRATEGIC PLAN UPDATE:** Mariya Hurwitz described the updated documents. Mariya asked Laura Jagodzinski and Lauren Kenney to find Trustees to take on their role as team leads, stressed that team leads are to guide the execution of plans not execute the projects themselves, and reminded team leads to submit estimates for projects that require funding by December 15<sup>th</sup> for inclusion in the budgeting process.

**ANNUAL MEMBER MEETING UPDATE:** Laura Jagodzinski provided an update on communication plan and logistics for the meeting.

**BOARD SERVICE AGREEMENT - vote:** Mariya Hurwitz asked if there were any questions on the draft document. After discussing the time and financial contributions that are expected of Trustees and the communication of those expectations in the nominating process, it was agreed to provide further clarity on expectations in the Agreement. John Ehrenreich will continue to move this effort forward. Mariya motioned to table the vote on the Agreement to the October meeting. Dee Ratterree seconded the motion. There were no objection and the motion approved through unanimous consent.

**LIQUOR LIABILITY MEMO - vote:** Mariya Hurwitz provided background on the document and asked if there were questions on the draft. After discussion regarding considerations for raffles and auctions, Mariya motioned to approve the Library Procedure for Liquor Liability Guidance as presented. Dee Ratterree seconded the motion. There was no objection and motion moved through unanimous consent.

### NEW BUSINESS

**RECORD DATE FOR 2023 – vote:** Mariya Hurwitz asked if there were any questions regarding the purpose of or proposal for setting the Record Date. There were none and Mariya motioned to approve September 11, 2023 as the Record Date for the 2023 Annual Members Meeting. Irit Granger seconded the motion. There was no objection and the motion approved through unanimous consent.

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**HVAC CONTROL PANEL REPLACEMENT – vote:** Mariya Hurwitz referred to the HVAC replacement options prepared by the Executive Director and noted that neither option is in the current fiscal budget, so a decision and vote is required. Jamie Cantoni explained the rationale for her recommendation. Jamie answered questions and Laura Jagodzinski recommended documenting administrative controls for managing access and confirming the networking plan. Mariya motioned to authorize the expenditure of no more than \$8,250 to replace the HVAC control panel for the solution that runs via a mobile app. This funding will come from the Vanguard investment account. Barbara Ireland seconded the motion. There was no objection and the motion moved through unanimous consent.

**WINDOW CLEANING EXPENDITURE – vote:** Mariya Hurwitz explained that only \$1,000 was in the current fiscal budget for window cleaning so a vote is required for the additional coverage. It was decided that the Executive Director would pursue obtaining another bid because of the wide gap between the two current quotes. Mariya motioned to table the vote until the Director has secured at least one additional bid. Irit Granger seconded the motion. There was no objection and the motion moved through unanimous consent.

**SESSION - Trustee Vacancy, Staffing and Strategy:** Mariya Hurwitz motioned to move the meeting into Executive Session at 8:27 PM. Laura Jagodzinski seconded the motion.

### EXECUTIVE

**RETURN FROM EXECUTIVE SESSION:** Mariya Hurwitz noted the return from executive session at 9:05 PM. Due to technical difficulties John Ehrenreich, Lauren Kenney, Irit Granger and Dee Ratterree were not able to return to the meeting after the Executive Session.

**FUNDRAISING EXPENDITURE – vote:** It was decided to move this agenda item to follow Executive Session. Mariya Hurwitz motioned to authorize the expenditure of an amount not to exceed \$1,200 to purchase canvas logo bags to be used as premier gifts for sponsorships and possible sale for fundraising. Jeff Matusow seconded the motion. There was no objection and the motion moved through unanimous consent.

**MEETING ADJOURNED:** Mariya Hurwitz motioned to adjourn the meeting at 9:06 PM, Jeff Matusow seconded the motion.

### NEXT MEETING:

- October 7, 2022 7:00PM Annual Members Meeting
- October 7, 2022 immediately following the above Annual Board Meeting
- October 17, 2022 6:30PM Regular Board Meeting

Respectfully submitted,

Laura Jagodzinski  
Board of Trustees, Secretary