

# THE SHERMAN LIBRARY

## BOARD OF TRUSTEES

**Minutes of the October 11, 2021 Regular Meeting  
5:30 PM Remote via Zoom due to public health concerns surrounding the COVID-19 pandemic**

### **BOARD MEMBERS:**

**Present:** Henry Cooperman (Interim Treasurer), Ro D'Ostilio, John Ehrenreich, Irit Granger, Mariya Hurwitz (President), Barbara Ireland, Laura Jagodzinski (Secretary), Lauren Kenney (Vice President), Caitlin Mandracchia, Jeff Matusow, Dee Ratterree

**Absent:**, Laviano, Jennifer

**Quorum Present:** Yes

**Others Present:** Ashleigh Blake, Executive Director

**CALL TO ORDER:** Mariya Hurwitz called the meeting to order at 5:33 PM.

**REVIEW OF THE MEETING'S MINUTES:** Barb Ireland and Lauren Kenney

**APPROVAL OF PRIOR MINUTES:** Laura Jagodzinski stated that if there is no objection, she motioned to approve the minutes from the September 13th Regular Board Meeting and the October 8<sup>th</sup> Annual Board meeting. There were no objections, and the motion was adopted through unanimous consent.

**EXECUTIVE SESSION - Staffing:** Mariya Hurwitz motioned to move the meeting into Executive Session at 5:34 PM.

**RETURN FROM EXECUTIVE SESSION:** Mariya Hurwitz noted the return from executive session at 5:48 PM.

**DIRECTOR'S REPORT:** Ashleigh Blake highlighted items from the report sent in advance. The annual report was sent to the Town on 9/5, circulation has cooled off because children are back in school, adult programs are picking up. She opened the floor for questions, there were none.

**SECRETARY'S REPORT:** Laura Jagodzinski presented the draft 2022 meeting schedule, there were no adjustments, and it will be presented at the next meeting for approval. Laura also mentioned the annual member minutes have been posted to the website.

**TREASURER'S REPORT:** Henry Cooperman, Interim Treasurer, reviewed the financial reports and noted that Total Assets are up 5% over August 2020 due to performance of investment account; Total income is up due to membership, gifts and grants; the golf event expenses affected Total Net Income (much of the event revenue occurred in the prior fiscal year); and Membership income is up \$10K from budget due to timing and response to the annual appeal. There were no questions on the report.

**INVESTMENT COMMITTEE REPORT:** Henry Cooperman, Committee Chair, reported that the investment fund balance at the end of September was down 3% noting that the S&P was down 4.8% during the same period. The Committee met on 10/2 and no changes were made as the full committee was not present. There were no questions on the report.

**NOMINATING COMMITTEE REPORT:** Henry Cooperman, Committee Chair said there is nothing to report.

# THE SHERMAN LIBRARY

## BOARD OF TRUSTEES

**FUNDRAISING COMMITTEE REPORT:** Irit Granger, gave an update on the Golden Ticket raffle. There are 10 prizes and a mega prize. Sales of 1000 tickets at \$20 each will go on sale this week. Trustees are asked to sell at least 10-15 tickets and volunteer to sell tickets over the weekend at the IGA. Irit addressed questions from the floor; then reported that she is continuing to investigate opportunities and logistics for virtual auction over the winter.

**PROGRAMMING COMMITTEE REPORT:** John Ehrenreich noted that Lauren Kenney and Dee Ratterree are working with him to draft a charter. They will update their draft charter using the Library template and present it to the Board at the next meeting.

**MEMBERSHIP COMMITTEE REPORT:** John Ehrenreich stated there is nothing to report.

### UNFINISHED BUSINESS

**COVID-19 UPDATE:** Ashleigh Blake reported that she will schedule an advisory team meeting to review practices.

**AMERICAN RESCUE PLAN ACT GRANT:** Ashleigh Blake reported that the following items have been implemented: new Wi-Fi and guest wireless network installed, laptops for patrons, patron wireless printing and fax. The charging stations and outdoor benches were delivered and need to be installed.

**STRATEGIC PLAN UPDATE:** Mariya Hurwitz facilitated a discussion on strategic plan project. Team leads and individuals assigned to projects gave updates.

### NEW BUSINESS

**SIGNATORIES:** Mariya Hurwitz described signatory changes to financial accounts in light of staffing changes. There was discussion followed by 3 motions. Mariya made a motion to grant authorized signatory, online access and electronic delivery on the Sherman Library Vanguard account to Henry Cooperman, effective November 1, 2021. Also to grant authorized signatory account access to Jeff Matusow, effective November 1, 2021. Mariya Hurwitz is already an authorized signatory and will remain as such. Effective November 1, 2021, Ashleigh Blake will be removed from having authorized signatory access, online access and electronic delivery from the Vanguard account. Laura Jagodzinski seconded the motion, and all voted in favor.

Mariya motioned as of November 15, 2021 to grant access to the Sherman Library Webster Bank Accounts (Webster Complete Business Checking, Business Value Checking, Business Money Market and Safe Deposit Box) to the incoming Executive Director, Jamie Cantoni. In addition, she [Jamie Cantoni] will be designated signatory on all accounts. From that date forward [November 15], Ashleigh Blake will be removed from access to all of the above said accounts. Mariya Hurwitz currently has account access and is designated a signatory on all of the above said accounts and it will remain as such. Dee Ratterree seconded the motion, and all voted in favor.

Mariya made a motion for the following Library Bank of America Corporate Credit Card Accounts associated with the Sherman Library. For Ashleigh Blake's card to be deleted effective November 30, 2021. For a card to be issued to the incoming Executive Director, Jamie Cantoni, effective November 1, 2021 and to be designated as the authorized contact person, effective November 15, 2021, replacing

# THE SHERMAN LIBRARY

## BOARD OF TRUSTEES

Ashleigh Blake as the authorized contact person effective also November 15, 2021. For the following cards to remain active: Karen Borneman , Cheryl Mandracchia, and Charlotte Svetky. Dee Ratterree seconded the motion, and all voted in favor.

**FACILITIES MAINTENANCE - VOTE:** Ashleigh Blake described the need to prepare footings in preparation to install the outdoor charging stations that were purchased as part of the ARPA grant. Lauren Kenney motioned to approve \$1450 for Tyler Burlinson to dig and install concrete footings and trenches. Dee seconded the motion. Discussion on permits and operating vs capital expense followed. All voted in favor.

**POLICIES:** Laura Jagodzinski reported that Ashleigh Blake will have the policies ready for a vote at a future meeting.

**MEETING ADJOURNED:** Mariya Hurwitz motioned to adjourn the meeting at 6:55 PM, Irit Granger seconded the motion and all approved.

**NEXT MEETINGS:**

November 8, 2021 5:30PM Regular Board Meeting

Respectfully submitted,

Laura Jagodzinski  
Board of Trustees, Secretary