

Mariya Hurwitz:

All right. Good evening, everyone. This is Mariya Hurwitz, President of the Sherman Library Board of Trustees. This is our regular monthly board meeting. It's Monday, October 11th, 2021. I'd like to call the meeting to order at 5:33 PM. Laura?

Laura Jagodzinski:

Laura Jagodzinski. Thanks to Lauren and Barb for agreeing to review today's minutes. If there are no objections, I move to accept the minutes from the September 13th regular meeting and the October 8th annual board meeting. Any objections?

Barbara Ireland:

Second

Laura Jagodzinski:

All right, if there are no objections, motion so moved. Back to you, Mariah.

Mariya Hurwitz:

All right, thank you. This is Mariya. Ashley, I'd like to ask that you move us into executive session, please, for a staffing discussion.

Mariya Hurwitz:

Good evening, this is Mariya Hurwitz again, returned from executive session, we're Zooming the regular meeting at 5:48 PM. Ashleigh, I'm going to turn it over to you for director report.

Ashleigh Blake:

Great. Thank you, Mariya. So you all received the director report. Just quickly an overview, I don't want to go too much detail. You can notice with the children's programs, that the afterschool programs began in September with school, and Charlotte [Svetkey 00:00:32] our new Children's Coordinator ran those, and continues to run them. They have a nice start off, and the kids seem to be enjoying them. She's also started some book clubs with some of the younger kids and we had a special event. And then below that in the repeating story time, Cheryl is with us as the Early Childhood Educator, and she is running the story times outside still, because the weather will allow it, and those continue to be popular. And then as you go to adult programs, you can see there were programs added for this month.

Ashleigh Blake:

They had a good turnout, and we have our regular monthly ones too that are continuing. I do mention the ARPA grant and facilities, which I can talk about later in the meeting. I do also mention the reports, so I completed the annual report and submitted it to the Town on September 15th. Charlotte completed the Summer reading report, which this is the first time this has happened, this is new. She completed that and turned it on September 30th, and the borrow expenditure to report, I submitted to the State on September 30th.

Ashleigh Blake:

And I know that we'll go into detail about Golden Ticket, and I'll speak about facilities later. Any questions about the director's report? All right. Moving on to stats. You can see some of the circulation

cooled off a bit during September, which as you look at previous years, it's trending after coming off of a Summer of everybody reading, and the kids reading programs. We are picking up on adult program attendance, more programs. The children's dips a little, because of that onslaught of Summer programming. And that's about it. Anything that stands out in the stats, anyone have any questions [crosstalk 00:02:27] monthly stats? Okay. That's all from me.

Mariya Hurwitz:

All right. Thank you, Ashleigh. Laura, secretary report.

Laura Jagodzinski:

Thank you. It's Laura Jagodzinski. I just want to remind everybody to state your name before you speak. The November meeting is our last meeting before the end of the year, and therefore our 2022, believe it or not, we have to put together the annual calendar for next year. It needs to be approved at the November meeting, and for compliance reasons, and in order to hold our January meeting as scheduled. I sent a draft calendar out. Henry, thanks for your help in trying to resolve some of the dates, where we had some over overlap with holidays and school closings. So what I'd like to do today is resolve any discrepancies, so that I can present the calendar for approval at the next meeting. So I want to ask, does anybody have a conflict? I should say we kept the same schedule, the second Monday of the month. And then we just adjusted where there were holidays, and the ones that we had to adjust was Valentine's Day, we moved to Tuesday, the April meeting, we moved because of the school closures, and the October meeting, we moved-

Dee Ratterree:

Columbus Day. I mean, Indigenous People Day.

Laura Jagodzinski:

... That too. Jewish holiday. So does anybody have any conflicts? So everybody's good to go?

Mariya Hurwitz:

Yes. Looks good.

Laura Jagodzinski:

Excellent. Okay. I'll put together a calendar and send it out, and then we can approve it for next month.

Mariya Hurwitz:

Thank you.

Laura Jagodzinski:

Let's see, what else did I want to mention? Oh, the annual meeting minutes, the member meeting minutes. Those have been posted. I want to thank John and Dee. We've got those turned around rapidly, so thank you very much. And back to you, Mariya.

Mariya Hurwitz:

Right. Thanks. This is Mariya, and I'm just going to toss the ball to Henry, for the treasurer report.

Henry Cooperman:

Good afternoon. My name is Henry Cooperman, and I'm the treasurer of the Sherman Library Association. The total assets of 4,388,000, represents a 5% increase over the same period of August 2020, and this is mostly due to the performance of the investment account. Total net income of \$8,816, is due to increase in membership and gifts and grants. I apologize about the dogs barking. Mariya knows about that.

Mariya Hurwitz:

I do.

Henry Cooperman:

The expense of golf outing has affected this number, due to the expense being included in the fiscal year. Our ARPA grant as actually shared of 15,438, was received during the same period of time. And what I'm very excited about, is that the membership income is up \$10,000 from the budget, due to timing of appeal and the response of appeal.

Mariya Hurwitz:

Wow, that's fantastic.

Henry Cooperman:

Well, that is your great work, everybody, on that Membership Committee, so it's very, very welcome. Are there any questions?

Mariya Hurwitz:

Great. No? No. Thank you, Henry. You want to just stay [crosstalk 00:06:33] you want to do your investment? Go ahead.

Henry Cooperman:

Yeah. So the Investment Committee, the balance at the end of September 30th, was 1,090,963. That was down from 1,127,000 or \$36,000. That represented a 3% decrease, but actually we performed better than the SMP, which was down 4.8% during the month of September. The good news, is that Ashleigh sent me the numbers this afternoon, and as of this afternoon the account was back up to 1,106,000, so that's the good news. The Investment Committee met on October 2nd, and no changes were made as the full committee was not present to enact any changes at this time, and we're going to meet again in November.

Mariya Hurwitz:

Great. Thank you. Nominating?

Henry Cooperman:

Nominating Committee, there was nothing to report at this time.

Mariya Hurwitz:

Okay. Thank you, Henry. Mariya again, but passing it over to John for membership.

John Ehrenreich:

Nothing to report.

Mariya Hurwitz:

Okay. Do you want to add anything regarding any programming update while we've got you?

John Ehrenreich:

Sure. The Programming Committee, which is Dee, and Lauren, and me, met, and we drafted a charter, and then Laura suggested that we hadn't put it on the proper form, so Dee and I are now in the process of redrafting and putting it on that form. And I think, Laura correct me if I'm wrong, that it will be part of the agenda of the next meeting.

Laura Jagodzinski:

Yes. Yep. Yep. If you finish it up and just send it to me, I'll include it with the meeting materials for next month.

John Ehrenreich:

I will circulate it to Dee and Lauren, and then get it to you. So you should get it in the next three, four days.

Laura Jagodzinski:

Okay. You got my sample on that, right?

John Ehrenreich:

Yes.

Laura Jagodzinski:

With the population... Okay.

Mariya Hurwitz:

Great. Thank you, John. Mariya again, turning it over to Irit, for fundraising.

Irit Granger:

Okay. Hi, Irit Granger, Chair of the Fundraising Committee. As all of you know, we're about to launch our Golden Ticket raffle, which is our next fundraiser. It's an important one, particularly since we've had to cancel the holiday party, and this is in part to make up for it, because we're printing double the amount of tickets that we printed last year. So we've got 1,000 golden tickets, and we're going to start selling them this week, and we're asking everyone on the board to sell between 10 and 15 tickets themselves. And a packet will be made up for you by the Chairs Dee and Barb, and we'll let you know when they're available for pickup. But please do everything you can to help, because sometimes it feels a little overwhelming to feel that everything continues to fall on Dee, Barb, and my shoulders in that regard.

Irit Granger:

And along those lines, we're also selling them three different dates at the IGA on Saturday morning. Those are particularly busy times, and fun times to be at the IGA. And there are two shifts for two people each, and Barb and Dee can talk to you about that, because they need to get volunteers to sign on for those dates. I know the first time is this weekend. But just to finish, we've increased our number of prizes this year, so the Golden Ticket raffle is much more exciting. We've got 10 prizes, including a mega prize. And I think that the variety of prizes will be very attractive to people. So hopefully all the razzle dazzle we're trying to imbue it with will help us to sell it. But 1,000 tickets is a lot of tickets to sell, So please everybody do whatever you can to help in this endeavor, including selling up to 10 to 15 tickets yourselves. Barb, indeed, do you want to talk about the schedule for the IGA, and what the slots are, and [crosstalk 00:11:04]?

Henry Cooperman:

Irit, I have a question.

Dee Ratterree:

Say your name. It's Henry Cooperman.

Henry Cooperman:

My name is Henry Cooperman. I have a question. Are the Board of Trustees allowed to buy tickets? And if we are, if we win, are we able to keep the prize?

Irit Granger:

This came up last year.

Dee Ratterree:

It's sticky.

Irit Granger:

Yeah, it's a little sticky. Maybe, I don't know.

Mariya Hurwitz:

This is Mariya, we did not last year.

Irit Granger:

Well, last year we didn't buy them ourselves, or if we did, we did it as a donation.

Henry Cooperman:

Okay. All Right.

Ashleigh Blake:

Can I make a comment? This is Ashleigh Blake. Just as a side note, we don't announce the names of the winners. We announce the winning ticket number, but we don't announce the name of the winners for privacy issues. So I don't know if that weighs into any of your decision or not.

Mariya Hurwitz:

Thanks, Ashleigh. That's a good point. This is Mariya. We didn't publish the names on the website or anything. So why don't we see how well we do on selling the tickets? And if we find that we're left with some [crosstalk 00:12:12] we'll just buy them.

Dee Ratterree:

This is Dee, we'll buy them.

Irit Granger:

Well, I just hope we sell a lot to the community at large and really push them, and that's important. [crosstalk 00:12:22].

Jeff Matusow:

Can I ask you a question, Irit? [crosstalk 00:12:25] sorry. Just because I haven't participated in this before. How does it work?

Irit Granger:

Well, it's \$20 a ticket, and the 10 prizes are listed on the back of the ticket. And the drawing will be on December 4th, which is the night of our usual Winter gala, which we can't have this year. And the drawing itself will be virtual, but we're going to make it fun and festive. Caitlin's going to help us give a little razzle dazzle to it. Ashleigh did last year and it was all very splendid. It's meant to be Golden Ticket. Gold, and festive, and fun. The thing is, we make almost every bit of money on the \$20. So if we sell 1,000 tickets, we make \$10,000. No.

Jeff Matusow:

20,000.

Irit Granger:

\$20,000. [crosstalk 00:13:15]. Yes. Can you imagine? And that's without having to spend much more money than printing the tickets themselves. So it's a really, really good event for us, and last year was the first time we had it.

Jeff Matusow:

And the prizes are...? Sorry. It's not money there people they're winning, they're winning, they're winning-

Dee Ratterree:

Say your name.

Jeff Matusow:

... something [crosstalk 00:13:38] donated?

Dee Ratterree:

Say your name.

Dee Ratterree:

It's Jeff.

Irit Granger:

The tickets range from a restaurant package, to gift certificates, to Costco. I think Ashleigh, you put it on the website, all the details about it?

Ashleigh Blake:

It's not up yet, because we haven't started selling. It will be all up and ready in the Square page. We'll be ready by Wednesday.

Irit Granger:

Okay. Jeff, when we finish I can send you a list of the prizes. There are 10 of them. Each prize is worth a minimum of \$250. Plus we have a grand prize that's worth \$500, which is a gift certificate to Arethusa for that amount. But Henry got us tickets to the Roundabout Theater, so there's that in the package. And there's a restaurant package, a Costco package, and there were different sponsors that we drew from.

Jeff Matusow:

And is there a way for people to pay... Sorry, this is Jeff again, to pay with Venmo, or something electronic, or credit card as opposed to cash? [crosstalk 00:14:36].

Caitlin Mandracchia:

Actually that was my question.

Ashleigh Blake:

This is Ashleigh Blake. So I set up a Square page, which will be on the website. It will also have a banner and flyers on there, and they'll have links to the Square site. And last year, I'd say probably about half the sales went through Square. So a lot of sales were made out in front of the IGA, and by trustees, but another large chunk were made via Square. So we do route people there, and we post on Facebook, and it has a link to go there too, and they can be purchased that way, and then we mail out the tickets to the recipient.

Irit Granger:

And Jeff, this is Irit again, the tickets themselves have a perforated edge on them.

Dee Ratterree:

Stub.

Irit Granger:

Stub, thank you. And one side that we keep has their name and their address and their phone number, and of course the ticket number, which they also have. And they can tune in on December 4th to the drawing, or they don't, but if they win, they'll be called to let them know they've won. And hopefully we can sell all of them. It's a big target, but I'm hoping we can all get [crosstalk 00:15:48].

Dee Ratterree:

This is Dee Ratterree and as well as all that information Irit, I think we also are asking for email addresses on the stubs. Which is important.

Irit Granger:

Yeah. But it's all there for someone to fill in and see. So anything else, Jeff?

Jeff Matusow:

Yeah, sorry. One last question, this is Jeff. So we've recorded that Joe Smith, has ticket number 967, right?

Irit Granger:

Mm-hmm (affirmative).

Jeff Matusow:

So if they lost a ticket or whatever, no big deal.

Irit Granger:

Right.

Barbara Ireland:

Exactly.

Irit Granger:

Right. And when you sell the ticket, say you pick up your packet of 15 tickets from the library and you sell all of them, you bring that money back to the library and drop it off, and collect a new batch of tickets if you could. And Ashleigh will collect the money, I suppose. Right. Ashleigh?

Ashleigh Blake:

Yes. Yes. I collect the money, the stubs, and there's usually a sheet in there too, where you can fill out the information as well. And then I have a master list of the ticket number, which aligns with the person's name and their contact information. So Jeff, you said if somebody was to lose their stub, we would still know who it was, And we would still have our stub in the raffle drawing, so their purchase would be available for drawing. They just wouldn't have their stub on their end, but we would contact them.

Jeff Matusow:

Thanks.

Irit Granger:

And Jeff, this is Irit again. We do it like a real drawing. It's fun and what's more, selling in front of the IGA can be a lot of fun. And because everybody loves the library, nobody's going to react adversely, and you get to see a lot of people you don't normally see. I'm sorry. Ro did you want to have a question?

Ro D'Ostilio:

I might have missed it. How long do we have to sell them until, what date are we selling them up until?

Irit Granger:

December 4th is the drawing.

Ro D'Ostilio:

So we're actually able to sell right up to December 4th.

Irit Granger:

Yes.

Ro D'Ostilio:

Okay, great.

Irit Granger:

And December 4th would be our usual holiday party event, so we're trying to keep that date as the library bookmark for that. [crosstalk 00:18:00]

Henry Cooperman:

So my question... Oh, did you have-

Ro D'Ostilio:

I just wanted ask about the IGA. Is there someplace that the dates will be posted and we can sign up?

Irit Granger:

Well, the dates are this Saturday, as well as October 24th and November 6th. So it's the 16th, the 24th, and November 6th.

Ro D'Ostilio:

Thank you.

Irit Granger:

And Barb, do you want to tell everyone what you need?

Barbara Ireland:

We also will sell on the 13th if we're not sold out. For the new people we had 500 tickets last year, and we sold out in advance. So we expect that we will do pretty well this year, because there were people that were disappointed they didn't get a ticket. And Mike has been kind enough to allow us to have four weekend days, three of which are Saturday, and one of which is a Sunday. And that's an important venue for us to sell tickets in, because I think we only had two Saturdays last year, I think, and we sold close to 150 tickets in those two Saturdays. So we will send out an email to all of you with the chart, and ask you to help sell. Dee and I plan to be there this Saturday.

Dee Ratterree:

And you need two more for this Saturday.

Barbara Ireland:

We need two more for this Saturday.

Dee Ratterree:

This is Dee. We're working from 11:00 to 1:00.

Barbara Ireland:

Right.

Dee Ratterree:

So we need two people from 9:00 to 11:00.

Barbara Ireland:

Right.

Irit Granger:

Okay. I can't do it this Saturday, but I could do it next Saturday, because I have [crosstalk 00:19:37].

Dee Ratterree:

[crosstalk 00:19:37] to do this now. This is Dee again. We'll send out a chart like Barb says, and you can fill in.

Henry Cooperman:

... I have a question. Well, first of all I want to say that I volunteered last year. It's a lot of fun, and I also want to say that Mike bought tickets for all his employees last year. Which was a great contribution. Are we able to actually bring the Square readers? So if somebody wanted to use a credit card at the IGA, we'll be able to accept a credit card using the Square reader.

Irit Granger:

If that person would like to come into the library ahead of time, and download the app and get connected, I can connect them with that, but they'll have to return the Square reader with the money box, and that's just so that we only have a couple of them, but I can get people online to do that if they feel like they're good with it.

Jeff Matusow:

I have a couple. I think I have two Square readers.

Barbara Ireland:

Okay. Somebody will have to show Dee and I how to use them.

Ashleigh Blake:

I can show you, but you need to get the app and get on there. So I can assist with that enough in advance.

Barbara Ireland:

This is Barbara again. The packets for the board members should be available Wednesday afternoon, because Dee and I are going to meet at 11:30 Wednesday morning, and stuff the packets for the Board of Trustees. So the sooner you pick up your packets, the sooner you can sell them.

Irit Granger:

What time are you meeting on Wednesday?

Barbara Ireland:

11:30. Just to stuff the packets. That's all.

Caitlin Mandracchia:

Do you need help with that?

Barbara Ireland:

No.

Caitlin Mandracchia:

Okay.

Barbara Ireland:

I don't think so. I think we can do that.

Irit Granger:

I have a question for Ashleigh. Ashleigh, I think it was last year you brought up the table, or you had the table available for us to pick up with the table cloth. Will you have that again available for everyone?

Ashleigh Blake:

Yes. I can pull that together. Whoever's on the first shift will have to pick it up and bring it back. I have plans this Saturday, so I can't bring it up, but I can have it available before that. And I will be ordering the sign too.

Irit Granger:

Okay, great.

Barbara Ireland:

Barbara again, I think that Dee and I are going to have to meet, we can take turns doing this, with the people that have not done it before, if they're going to take the first shift, because we'll just go over the logistics with you, because we're not only careful about the information on the ticket and who bought it, we're very careful because of COVID. So we had a bucket of clean pins and a bucket of used pins, and we'll have wipes there for people to use to wipe off the table, because they use the table to write on the

ticket the information that we need. So one of us will be there to go over whoever volunteers for this Saturday to do that, and subsequent Saturdays, and then all of that has to be returned to the library on Saturday.

Irit Granger:

Right, right. Henry, you and I sold together last year. Maybe we could do it again next Saturday? Perfect. It's a lot of fun really in general, because you see people in town you normally see, and you get to talk about something that's very easy to talk about, which is the Sherman Library. I also wanted to mention, unless, are there any other questions regarding the Golden Ticket?

Henry Cooperman:

I'll just mention that, my wife and I are happy to give two tickets to the Roundabout show in the Spring. It's Birthday Candles. It's a new show with Deborah Messing.

Irit Granger:

It's a great prize for someone. Absolutely.

Henry Cooperman:

So if you love Broadway, like I do-

Irit Granger:

Buy 20 tickets.

Henry Cooperman:

... Like Caitlin does, you'll buy a lot of tickets.

Irit Granger:

Okay. Unless there are any other questions on the Golden Ticket I wanted just to mention, I've been meeting with a friend of the library, Elen Archer, who by the way would be a fantastic board member, if we ever want to talk about new board members. Excuse me. She and I have been talking about possibly doing, for our next fundraiser, a virtual auction. Something that would be done online, and something that would really focus more on experiences, rather than objects. And together we've brainstormed a few ideas, and they include anything from a yoga class, to tickets to a show, to lunch with an author and get a book. That sort of thing, so we're trying to put some ideas together.

Irit Granger:

And in addition to that, Barb reached out to the Director of Development for the Richfield Library, who recently had an event like this, and we've arranged to go down and meet with her next week. So we'll be able to gather what worked for them, what didn't, but I think it could be very interesting, possibly worthwhile, or remains to be seen what we can gather in terms of ideas. But if it happens, if we all decide that it's a good idea, we thought we would do something like this, target it for a February event. So does anyone have any thoughts on that, or whether they think that's a good idea?

Mariya Hurwitz:

This is Mariya. I think it sounds like a great idea. My only question that I think we need to think about, is the appetite for fundraising two months after the Golden Ticket, and then what would we have coming up next? A soiree in May.

Irit Granger:

The soiree, I think would be next in May.

Mariya Hurwitz:

In May. So there's a big gap between February and May. Yeah. So maybe a late February or something.

Irit Granger:

I was thinking maybe even Valentine-

Mariya Hurwitz:

Yeah. Sorry, go ahead.

Irit Granger:

... I was thinking maybe give it a Valentine theme of some kind. I was actually just trying to think of a new event for the library, because we've got to continue to compensate for the loss of the holiday proceeds. Also I think I mentioned it at the last board meeting, I had a house clearance company come into a house I recently sold, and they put everything on Auction Ninja, and I participated in it and bought a few things, and realized how much fun it is. And how you could end up spending so much more money than you ever intended, because you suddenly have an appetite for gambling and wanting to win the prize. So I thought it could be a fun thing, maybe not, but coming up with enough experiences to make it attractive is a key part of it.

Irit Granger:

And I'm hoping that some of you might be able to come up with ideas. I was thinking, for instance, I have a client who's a very well known photographer, and I was thinking he could possibly give a photography lesson, and one of his books as a takeaway, things like that. I also know a private chef who cooks for a very important family, and I thought maybe he could offer a catered dinner for eight or something like that. These kinds of things was what I was thinking, and Ellen also had some excellent ideas. And she's willing to co-chair the event with me if it should happen, so that's all good. Getting new blood from the community, and she's all gung ho and very, very capable. So I invite your ideas, if any of you have any you could propose. Maybe a beer tasting of some kind? I'm looking at you Ro.

Mariya Hurwitz:

Oh, [crosstalk 00:27:53]. I was like, "This is ginger ale."

Irit Granger:

Or yoga from Mariya. I don't know, acting lessons. I don't know, things like that, but we wanted be something people would actually bid on. So if it's an experience plus a takeaway, like a book or I don't know, something. But in any event, Barb and I will be meeting, again, with Richfield Library next week. So when we meet next time, we'll be able to tell you what their input was.

Barbara Ireland:

Thank you. Barbara again. I think one of the things we hope to do, is just pick their brain, because they did use an online service of some sort, and we thought it'd be interesting to talk to them about that. And I'm hoping they have something written, so that we can look at the types of ideas that they actually used to auction off.

Irit Granger:

Yes. Well, Ellen has forwarded me some auction things. This is a read again, and people that do things like this. For instance, Catona Library. They auction off a week in Paris. We don't have those kinds of offerings, so we have to see what we can come up with really.

Mariya Hurwitz:

Right. But, this is Mariya, along those lines sometimes people have timeshare type things that they're willing to donate a week that they're not going to use.

Irit Granger:

Well, that would be awesome.

Mariya Hurwitz:

I know, Lauren and Al did that a couple years ago at the holiday party. Right Lauren? I think for Aspen.

Lauren Kenney:

Yeah. They didn't sell though, because it was one specific weekend.

Mariya Hurwitz:

Right. That's true. That makes it a little more challenging, but you never know if you have enough people looking at it then maybe somebody-

Irit Granger:

Yes. And with this online thing, it's funny how it's like playing a game. It's very addictive and-

Mariya Hurwitz:

... I've heard, sucked in, many times.

Irit Granger:

.. You get stuck in.

Mariya Hurwitz:

Oh my gosh. Don't drink while you do it.

Irit Granger:

Anyway, Lauren, something like that would be wonderful if you could do that again for this, but to be continued. It's just trying to think of something new and fresh.

Mariya Hurwitz:

Thank you so much, Irit. Okay. I think that covers it for committees. I don't think I've missed anybody. This is Mariya again. So I'm going to move to the unfinished business part of the agenda for a COVID 19 update, Ashleigh, and then you can go right into the ARPA grant.

Ashleigh Blake:

Okay. This is Ashleigh Blake. So not a lot to update on COVID 19. I'll be scheduling a COVID 19 advisory team meeting later this month. Just for us to review current practices, see if we'd like to change anything. We currently require all our staff and patrons to wear masks while in the library. The after school kids programs also include that, and we're mimicking the schools' behavior. According to the State, there're less than five cases each week in Sherman of COVID, but according to the Town of Sherman website on September 24th, there are two confirmed cases in the last two weeks. So it's diminishing, but Sherman is currently at 60.2% on vaccination rate, while the State average is 68%. So there is a lower vaccination rate in Sherman, and Fairfield County still has the highest COVID case rate in Connecticut, but this is something that the advisory team will look at, and make any decisions going forward.

Ashleigh Blake:

But there's not much else to report right now on that. Any questions on COVID 19, or how it impacts the library? Okay. I will move on to the ARPA grant update. So on September 8th, Bibliomation techs came, and they installed the new WiFi access points. So we had three before, but they were aging, and the company that had installed them was not going to be offering support service any longer. So we thought this was a great opportunity with ARPAs digital inclusion aspect of their requirement for the grant that, that was a good time to do that, so those have all been updated. Software was also installed so that we can track WiFi usage, not where people are going, but we just know how many people, like this many people used WiFi this day, and that is a stat in the State report, and it is something that's good for us to know.

Ashleigh Blake:

People really take advantage of this and we can see hours too. Like on the weekends or after hours, that people are still coming and parking in the parking lot and using our WiFi, which is an extension of our library. They also set up a guest wireless network for security. We received two new laptops for patron use, and Bibliomation installed all the software for those. So they looked just like our desktops, but people could move them around the library, meaning more mobility. We also received the two electric device charging stations. We already have the solar ones we received, and these were the two electric powered ones. The exterior benches were received and they're waiting assembly, and we received the wireless printer, scanner, fax.

Ashleigh Blake:

I set it up. It's fully operational, it's great. People can now come in and say, "I want to print this on my phone." And we can say, "Great. Look for Brother 265," and they can print it directly. Before we'd have to send them to the desktop to log to their email, and so this is much smoother, and we have a nice new fax connected with it too, which surprisingly the fax gets a lot of use at our library.

Mariya Hurwitz:

Wow. That is surprising.

Ashleigh Blake:

Yeah. We are waiting still the two mobile charging stations, we're going to use in the library rolled around. So in a situation, especially like when we have power outages or WiFi outages, and a lot of people come to the library to use our WiFi, they're all looking for plugs. This is a kiosk that you plug in and wheel to a central section, and they can all cord off of it.

Ashleigh Blake:

We're waiting for the two picnic tables for the back patio, and then these additional accessories for the laptop security, like the tethers, and hooks, and things, so that we can make sure that when we lend them to patrons, that they stay in the library. I will be requesting some funding for the installation of the footings in the outdoor charging stations later in the meeting. But [inaudible 00:34:41] Electric will be installing the electric charging stations at no cost of labor, and a small charge of \$300 for the materials. But we will touch on that in facilities, also the grant funds need to be spent by March 31st, 2022, and the spending report is due to the State by June 1st, 2020. But I anticipate getting that to them sooner, because we almost have everything that we had asked for. So any questions? Dee?

Dee Ratterree:

Ashleigh, this is Dee. Do you need volunteers to put the benches together?

Ashleigh Blake:

I'm going to take a look at it and see. I need to assess first what it requires, and I can get back to you though. I'll send out an email to the board if I require any assistance with it, but thank you for the offer.

Barbara Ireland:

On that note, they are very heavy, and I'm hoping you're going to get help, because I was there when they arrived.

Ashleigh Blake:

Barb witnessed my son and I moving them from the front of the library down to the basement, but heavy is good. That means they don't walk away or fall over. Any other questions about the ARPA group? Great. Okay, Mariya, I turn it over to you.

Mariya Hurwitz:

Thanks, Ashleigh. This is Mariya. So just strategic plan updates. I'm just going to go around the horn, if you have an update provide it, and if you don't just say you don't. If anybody needs a copy of the list, that prioritization list, I think we looked at it last time, let me know. I'm just going to go down my list in order. Again, if you don't have an update, just please advise, So Barb for board strength?

Barbara Ireland:

I'm going to call a meeting as soon as we can get the Golden Ticket of the ground this week. And now that the director's been hired, et cetera, I'm going to call just a brief meeting, to talk about we have our goals outlined for this year, and just to talk about what we might attempt to do.

Mariya Hurwitz:

Yeah. I know you've been extremely busy, so I'm aware. We pretty much got a big flexible space update just a moment ago from Ashleigh, but anything to add Dee?

Dee Ratterree:

No, not really. The one thing that we haven't funded or absolutely dealt with, is the new table for the meeting room and that's not a dire need.

Mariya Hurwitz:

Right, right. I forgot that you did ask me about that a month or so ago. I'll connect back with you on that in the next couple of weeks. All right. Technology, Laura? Oh, muted.

Laura Jagodzinski:

I know. I just put myself on mute intentionally, because I don't have anything. So just looking at the plan, I didn't have any action items on here. I'm looking at the plan, and there were two items that were assigned to Caitlin, and that was taking a look at the possible design solution for the audio equipment in the barn, and putting in AV equipment in the conference room. So I'll just ask Caitlin, if she has an update on that.

Caitlin Mandracchia:

I met with Ashleigh last month. She took me through the barn area and the conference room, and told me what needed to be done, and what she would like to see. She had started, I forget the name of the place Ashleigh, that's across the street.

Ashleigh Blake:

Structured Home Solutions.

Caitlin Mandracchia:

Yeah. So she had already reached out to them. If you could send me that stuff, actually the email, so I'll follow up with them. I really don't know much about technology, but my husband does AV and things like that at his work. So he told me he could come in, and see about the conferencing system in the the meeting room, to see if he could figure out what system could be used effectively in there. That's my update for now.

Mariya Hurwitz:

Thanks, Caitlyn. This is Mariya. We have Ashleigh and Jamie when she starts, and I in December will start building our budget for the '22, '23 fiscal year. So by the end of December, if we're going to do this, which we do have as a goal for the strategic plan, we'll just needs some numbers in the budget for that. Obviously that doesn't mean orders need to be placed or whatever at that time, it's just allocating the funds for it.

Laura Jagodzinski:

Mariya, before you move on I'm going to go back. I apologize I didn't include the strategic plan task list with the meeting materials. It would've been helpful to have that, so I'll do that for the next time. But under flexible space, we had taking a look at the design, solution to estimate costs for the budgeting, for reducing the noise level and improving the acoustics. Dee, did you have an update on that?

Dee Ratterree:

No update at all.

Mariya Hurwitz:

Sorry. I'm having mute issues here as well. This is Mariya, that's the same thing, Dee. If we're going to put something in the '22, '23 budget, we'll just have to have an estimate by end of December. Ashleigh, do you recall the date that we... I'm sorry. I didn't have that in the forefront of my mind, when we turn over our budget to the Town. It's okay if you don't.

Ashleigh Blake:

It's the very beginning of February, so we have to prove it in January's meeting to give room for any adjustments that are being made.

Mariya Hurwitz:

Okay, perfect. Thanks. Laura, anything else on technology?

Laura Jagodzinski:

Let me check the list. No.

Mariya Hurwitz:

Okay. Lauren, I have you for communication. We actually don't have anything prioritized as a one for communication, but if you have an update. A one, meaning immediate, end of year requirement. Do you have anything to update?

Lauren:

No, I don't.

Mariya Hurwitz:

Okay. All right. Staffing is me, and we talked staffing when we were in executive session, but just for the public meeting, Jamie Cantoni is the incoming Executive Director, and she will be starting on November 1st, and we've got a pretty good start on our transition plan, thanks to some work Ashleigh and I did last week. That's all I've got right now for staffing. And then fundraising, you're the heads of that committee, right Laura? Still a team rather.

Laura Jagodzinski:

Yes. And I'm looking at this. So the action item here, was to combine the charter for the Fundraising Committee and the Membership Committee, and I have not acted on that yet. Irit, have you done anything on that?

Irit Granger:

No. No.

Laura Jagodzinski:

Okay. I'll get something to you this week.

Irit Granger:

I think one of the other things we had discuss us previously, was seeing if we could incorporate a new type of fundraising activity to the calendar, or to rotate one off. Anyway, I think that that was part of a meeting we had initially, and the virtual auction was my way of addressing that.

Laura Jagodzinski:

Yeah. Those were items that were more tactical. I'm sorry. That wasn't listed as one of our priority items. The only item that I have right here on the list, is to incorporate those two items. I'll read it. So one is to incorporate the two items into the charter, and I think those other two items were part of that, but I'll take a look.

John Ehrenreich:

Laura, you might loop me in on that too, since I was the Chair of the membership.

Laura Jagodzinski:

Yep. I will do that.

John Ehrenreich:

Because there have been occasional questions that Ashleigh has had, about one or another [crosstalk 00:44:42], so we have to arrange the transition around that.

Laura Jagodzinski:

Okay. All right. Thanks.

Mariya Hurwitz:

I was on mute again. This is Mariya. Finally, John, collaboration, engagement, programming.

John Ehrenreich:

This is John. I mentioned that we discussed a draft of the charter and we'll be getting that out. We talked about doing a community survey, but it seems pretty clearly to be a fiscal year, 2022, '23 issue, both because of the costs, but also we need to have the new Executive Director have a little bit of time to settle in, and one of the issues is around post COVID planning. So we can't do post COVID until we're post COVID. So the timing on that is a question mark, but in the meantime I will be both talking with Ashleigh substantively about what from her perspective should be included, and also about some of the cost issues, so we'll be costing it out.

John Ehrenreich:

The other thing we talked about, was other kinds of programming, both adult and child programming. And we'll probably be pushing for a modest increase in the budget for next year, but that of course has implications for the rest of the budget and so forth, so by later in the year we should have that. And the only other thing I wanted to say, partly coming off a conversation I had with Ashleigh, is that we did want to make it clear that the purpose of this committee is not micromanaging programming. That remains the function of the Executive Director. It's to provide support, it's to provide ideas, but it's not to micromanage. So I wanted to have that on the record that, that's the intent.

Mariya Hurwitz:

Great. Thank you. Thank you very much. Okay. So anybody miss anything they wanted to say? Or did everybody give the updates they wanted? Like Laura said, we'll circulate the list just for ease of reference each meeting, so everybody can have it in front of them. Okay. So moving on to the new business section of the agenda. This is Mariya again. I have the first item, which is discussion of changing signatories and it will require a vote. So let me just pull up my notes here. So just as high level overview, we have three financial accounts that Ashleigh currently has access to, and has different levels of engagement with. We have Vanguard, which is our investment account.

Mariya Hurwitz:

Currently, Ashleigh is actually the person that conducts the trades based on very specific, strict requests from the Investment Committee. So the Investment Committee will meet, and then Henry will summarize what the decisions were made, what decisions were made about what to buy or sell, and then that's given to Ashleigh, and Ashleigh executes them. We feel, going through the transition plan, et cetera, that the Executive Director doesn't need to be conducting our stock trades. That's not their area of expertise, nor is it probably a comfortable transaction to be initiating.

Mariya Hurwitz:

So Henry, and I talked about it, I think Jeff, you were part of that conversation. Jill was also part of that conversation, Finch, and we decided that we're going to stop Ashleigh's access for that purpose. We're not going to give it to the incoming Executive Director. I'm going to make a motion that Henry, is the person that's authorized to do so. In going through the documents, I did that I actually as treasurer am authorized as well to conduct trades over the phone, not through the website. Only one person can do it through the website. So right now I'm going to propose that Henry be that person, and that I remain.

Henry Cooperman:

Mariya, can I make a suggestion? Since Jeff is a board member also, and on the committee, that either Jeff or myself can do it?

Mariya Hurwitz:

Would you like me to not do it, because we can have more than-

Henry Cooperman:

Oh, it was that you or I?

Mariya Hurwitz:

... I was going to have you, or I, but Jeff, we can add a third. That's not a problem at all. We can add a third. The Vanguard only allows one person to conduct trades online. So, Ashleigh, I think you usually do it over the phone. Right?

Ashleigh Blake:

Initially when I first started, I did it over the phone with assistance from a trade person, but they walked me through how to do it online, and I've been doing it online for the past year and a half. And I would like to add too, once I do perform that trade, I send out the trade report to the whole Investment

Committee, just so that they can confirm that the trades were made properly, and that it's as it should be.

Mariya Hurwitz:

Yeah. Yeah, yeah. There's never been an issue. It's just it doesn't make sense for the Executive Director to be the person conducting trades. And so, one per Vanguard only allows one person to do online trading, and so Henry, if you were to want to do online trading, I certainly don't, I was going to have that person be you. That's how I wrote the motion. And then I have myself still remaining as a person who could do it over the phone. It's called an authorized signatory, and Jeff, I can write you into the motion as well.

Henry Cooperman:

Are you okay with that, Jeff?

Jeff Matusow:

Yes.

Mariya Hurwitz:

Okay. All right.

Jeff Matusow:

Thank you.

Mariya Hurwitz:

So I'm going to have to just tweak that motion just a little bit. So then the other the other two-

Jeff Matusow:

Mariya?

Mariya Hurwitz:

Yes. Yes, Jeff.

Jeff Matusow:

I think we discussed this, but this would include online access to the accounts, not for trading, but just to see for informational purposes?

Mariya Hurwitz:

Yeah, it's funny. Yes. It will include that. I couldn't find, and Ashleigh, tell me if I'm not quoting you correctly, where you could just have view only access.

Ashleigh Blake:

So I did speak to a Vanguard representative. This is Ashleigh Blake, and they sent a form where that I can complete, that would be view only for Investment Committee members, and they could not access or

change it. So that's a separate form that can be filled out by Mariya or the board, that will create a password with a view only access.

Mariya Hurwitz:

Okay. So Laura, would that be something we would want to include in this motion? Because I have not written that into the motion, and it would probably take me five minutes to do that. So we can either bring the Vanguard piece of this back in November, and just move on with Webster and Bank of America for now.

Laura Jagodzinski:

What I'd suggest, because clearly it's two different components, I would proceed with the motion the way you have it, which is the signatories component. And then next week our next meeting, we could address-

Henry Cooperman:

The viewing.

Laura Jagodzinski:

... read only access.

Mariya Hurwitz:

Okay. All right, let me just write my note here. Okay. All right. So let me read this motion first, and then of course we can open it up for more discussion. I make a motion to grant authorized signatory, online access, and electronic delivery on the Sherman Library Vanguard account, to Henry Cooperman, effective November 1st, 2021. Also to grant authorized signatory account access to Jeff Matusow, effective November 1st, 2021. Mariya Hurwitz, is already an authorized signatory, and will remain as such. Effective November 1st, 2021, Ashleigh Blake will be removed from having authorized signatory, online access, and electronic delivery from the Vanguard account.

Laura Jagodzinski:

I'll second that.

Dee Ratterree:

I second that motion.

Mariya Hurwitz:

Thank you. Discussion?

Laura Jagodzinski:

All in favor?

Mariya Hurwitz:

No thank you.

Dee Ratterree:

Anybody objects? Isn't that what we're supposed to do?

Laura Jagodzinski:

No. We need to take a vote, so Ro, can I see? Yep. Okay. All pass, all in favor.

Mariya Hurwitz:

Thank you. All right. Approved. Thank you everybody. Webster's a little bit more straight forward. We have three accounts with Webster. A business checking, a value checking, and a money market. We also have a safe deposit box. So I'm going to make a motion in a moment, that we add the incoming Executive Director, that we remove Ashleigh, and that I remain, which I currently have access, and that I remain having access to these accounts.

Laura Jagodzinski:

There's an effective date of that?

Mariya Hurwitz:

Yep. It's in my motion, it's November 15th. So I make a motion as of November 15th, 2021 to grant access to the Sherman Library Webster bank accounts, limited to Webster complete business checking, business value checking, and business money market, and one safe deposit box, to the incoming Executive Director, Jamie Cantoni. In addition, she will be designated signatory on all accounts. From that date forward being November 15th, 2021, Ashleigh Blake will be removed from access to the above set accounts. Mariya Hurwitz currently has account access, and is a designated signatory on all of the above set accounts, and it will remain as such. Can I have a second. Thank you. Discussion? All approved?

Laura Jagodzinski:

Barb?

Barbara Ireland:

Yes.

Laura Jagodzinski:

Okay. All approved.

Mariya Hurwitz:

Thank you. And finally, Bank of America is the account that we have our library credit card with, so we currently have them issued to each staff member. Is it one bill, Ashleigh, that comes in?

Ashleigh Blake:

Yes. It is one bill, and Karen collects receipts from all of us to double check the charges, and where they go in QuickBooks, and do the reconciliations.

Mariya Hurwitz:

Good. So we will be obviously needing to sever Ashleigh's at some point. She and I discussed it, decided November 30th sounded reasonable. She has some recurring charges. That's part of the transition plan, is identifying any automatic recurring charges, and getting those moved over to the card that will be ordered for Jamie. And then I'll be listing out the staff members' cards who are to remain in effect. So I make a motion to the following Bank of America corporate credit card holders associated with the Sherman Library, for Ashleigh Blake's card to be deleted effective November 30th, 2021. For a card to be issued to the incoming Executive Director, Jamie Cantoni, effective November 1st, 2021, and for her to be designated as authorized contact person effective November 15th, 2021, replacing Ashleigh Blake as the authorized contact person effective also November 15th, 2021. For the following cardholders to remain active. Karen Borneman, Cheryl Mandracchia, and Charlotte Svetkey. Can I have a second?

Dee Ratterree:

Second?

Mariya Hurwitz:

Thank you. Any discussion?

Dee Ratterree:

[crosstalk 00:58:04].

Mariya Hurwitz:

Thank you, Dee. Okay. All approved?

Laura Jagodzinski:

All approved.

Mariya Hurwitz:

Thank you. All right. That concludes my motions for signatories. Is this Lauren I'm passing this to? Did I see for the facilities maintenance vote? What did I see an email [crosstalk 00:58:27]?

Laura Jagodzinski:

It goes to Ashleigh.

Mariya Hurwitz:

Oh, I'm sorry.

Laura Jagodzinski:

I think it goes to Ashleigh first.

Barbara Ireland:

I have a question on signatories.

Mariya Hurwitz:

Oh, go ahead, Barb.

Barbara Ireland:

Yes. What about the Square account? Who's the signatory [crosstalk 00:58:44].

Laura Jagodzinski:

I think we need to add that to the transition plan.

Ashleigh Blake:

It is in the transition plan, I believe. It would all other accounts, all of those would transfer to Jamie.

Mariya Hurwitz:

Yeah. I'm going to put it as a separate item just to track it separately, but thanks Barb. If we have anything to do with signatories on that one, we'll bring it out in November.

Ashleigh Blake:

It's an administrative change.

Barbara Ireland:

[crosstalk 00:59:13] those accounts that she would be eligible for other than Square? They're in the transition plan, right? Are they specified?

Mariya Hurwitz:

Yeah, yeah. We listed out the different accounts in the transition plan, but I don't think I had Square in there, so I'm going to look and add it.

Laura Jagodzinski:

I had it on my list, [crosstalk 00:59:36].

Mariya Hurwitz:

[crosstalk 00:59:36] yours. Okay.

Ashleigh Blake:

This is Ashleigh Blake's. This information, Square goes directly into the library checking account, so it's a change of administrator within the account. That's what I did when I transferred over, my email is the contact and my information, and then that will be part of that whole transition when shifting all of those accounts over to Jamie, and Jamie will then change the password, et cetera.

Mariya Hurwitz:

Okay. Okay. I'm going to just add it just as a separate line just to keep track of it, but, thank you. All right. So Ashleigh, back to you on the facilities.

Ashleigh Blake:

Yes. So the Sherman library, as you know, received the ARPA grant in July, and one of the directives of the ARPA grant was to expand public access to digital resources. So part of our proposal, was to install four outdoor charging stations for the charging of phones, devices, and laptops. And this will allow the

public to charge their devices outside of library hours, and combined addition of outdoor seating, and the charging stations will expand the workspace for the public, thus reaching beyond the physical library building. The cost of the charging stations was included in the approved grant proposal, but grant monies are not allowed to be used towards the cost of labor for installation of the charging stations. So [inaudible 01:00:53] Electric, has graciously offered to install the electric for the charging stations, with a minimal cost of \$300 for the materials used.

Ashleigh Blake:

They'll be donating all of their labor costs, but the two electric powered charging stations and the two solar powered stations need concrete footings to be installed, so that they're not sitting on wet ground, and for electrical standards and approvals. So the fittings need to be quite deep to go below the frost line, and additionally required, is digging a narrow trench to each of the electric lines for the power supply. The one on the front of the building will be quite a bit around, so it requires 18 inches to two feet deep trench for the conduit to go through. I'm requesting permission from the Board of Trustees to hire Tyler Berlinson, to dig and install concrete footings and trenches for the cost to \$1,450.

Ashleigh Blake:

As I mentioned, the installation cost cannot be funded by ARPA monies. This amount was not budgeted in our overall capital budget, because the ARPA grant was not an option when we were doing the 2021, '22 budget last in December, and January. But I did mention in previous board meetings, that there would be some incremental costs associated with the ARPA project. So this is one of those, and it is specialized. It's not one of those you generally call on volunteer effort to come in and dig three foot footings in pour concrete onto tubes.

Irit Granger:

Ashleigh, I assume this requires a permit from-

Ashleigh Blake:

I will have to see about that. The electrical maybe, solar do not. The solar are just concrete footings, and the solar bolts to it. There is no power associated with that other than the solar drawing its own, but it needs to be on a nice, dry footing and not just in contact with the ground.

Barbara Ireland:

Yeah. I agree with Irit, it probably is going to need permit and an inspection.

Ashleigh Blake:

Yes. Well, that's something that [inaudible 01:03:06] Electric does. Usually that's part of their project, is to report it and have it inspected. But I will double check with Sal.

Barbara Ireland:

I don't know if it needs grounding, if there's no electrical other than solar.

Irit Granger:

... Who did you say that you wanted to hire to do the-

Ashleigh Blake:

His name is Tyler Berlinson. It was out of New Fairfield. I did try a couple other masonry companies, and they did not respond to my request. It's a smaller job, and right now with all the construction going on a lot of people are taking bigger jobs, so it was hard to get responses in general.

Lauren Kenney:

So I make a motion that we approve the \$1,450 to get these trenches dug by Tyler Berlinson.

Dee Ratterree:

Second the motion.

Henry Cooperman:

I have a question. Is the funds coming out of the operating account?

Ashleigh Blake:

I would imagine so. It's an item that will not move with the library. It's here. If it was to change, it's not something that we would... It's not [crosstalk 01:04:32]. It's a stationary object that would stay with the building.

Mariya Hurwitz:

This is Mariya. It will definitely capitalize it, it'll be land improvements, probably. Either building or land improvements. Definitely per our policies, we can take this out of the capital account. Ashleigh, I don't think we need to vote on which account it's coming out of. I'll work with you to figure out a where our numbers are, and we can work with you Henry, and if there's money in the operating account, we'll do that. If we need investment money, we'll let you know.

Henry Cooperman:

Okay. That was my concern.

Mariya Hurwitz:

I think at 1400, we'll probably be okay, but I'll let you know.

Henry Cooperman:

Okay. Pocket change.

Laura Jagodzinski:

Let's just go back to the vote.

Henry Cooperman:

Sorry.

Laura Jagodzinski:

That's okay. That's what we're supposed to do. It's Laura J. So back to Mariya's motion, which Dee seconded, and all in favor please raise your hand.

Irit Granger:

... I thought Lauren motioned it.

Laura Jagodzinski:

I'm sorry, Lauren, motioned it. Sorry. Yes. All approved.

Ashleigh Blake:

Thank you.

Mariya Hurwitz:

Okay. Oops, sorry. Getting back to my agenda here. Okay. So we're all set with this. Mariya again. Code of conduct, and materials selection policies vote. Laura, is this you?

Laura Jagodzinski:

It is not to me. We decided to push off the voting on those policies and until November.

Mariya Hurwitz:

Okay. At least it's on the agenda that was linked-

Laura Jagodzinski:

It was on the agenda. It wasn't until later that we wound up that we're going to have to adjourn that conversation to the next meeting.

Mariya Hurwitz:

... Right. Okay.

Laura Jagodzinski:

The policies just weren't ready for approval yet.

Mariya Hurwitz:

No, no. I know. I got you. Thanks. I thought somebody was just saying something, but, okay. Right. Thank you. That is the end of our agenda, so if there isn't anything else left, I think we've got a pretty efficient meeting we ran today, and I make a motion to adjourn the meeting at 6:55 PM.

Laura Jagodzinski:

I second that.

Dee Ratterree:

Second, second, second.

Mariya Hurwitz:

And the time is?

Laura Jagodzinski:

6:55 PM.

Mariya Hurwitz:

6:55.

Henry Cooperman:

Is it recording?

Laura Jagodzinski:

The recording is-