

THE SHERMAN LIBRARY

BOARD OF TRUSTEES

Minutes of the November 13, 2023 Regular Meeting Held at the Sherman Library

BOARD MEMBERS:

Present: Barbara Ireland (President), Katy Osborn (Vice President), Amanda Croasmun (Secretary), Sharon Kleinberg (Treasurer), PD Villarreal, Christy Seewagen, Irit Granger, Suzanne Telsey, Charlotte Rutsch, Dee Ratterree

Absent: John Ehrenreich, Jeff Matusow

Quorum Present: Yes

Others Present: Ashleigh Blake (Executive Director)

CALL TO ORDER: Barbara Ireland called the meeting to order at 6:31 PM.

Minutes

- Reviewers of this meetings minutes (Dee and Charlotte)
- Approval of the prior minutes from October 16, 2023 (Irit and Katy)

APPROVAL OF PRIOR MINUTES: Barbara Ireland moved to approve through unanimous consent the minutes of the October 16, 2023 regular meeting. There was no objection and the minutes were approved.

Barbara Ireland explained that this motion to amend the agenda requires a 2/3 vote of the Board and that the Conflict of Interest document was inadvertently left off the agenda and was included in the Board Package for this meeting. Barbara then moved that the agenda be amended to include the document, Conflict of Interest under New Business, point 2, adding it to the discussion on the Board Service Agreement and Whistleblower policies, Dee Ratterree seconded, no discussion, all in favor, motion adopted unanimously.

Reports

- Director – Ashleigh gave an update on the annual library report, which she had completed and submitted to the state. She highlighted that attendance for adult programming and children’s programming were both up. Overall, more than 700 people came to the library just for programs this month. Ashleigh noted that Monica was adjusting well in her role as the new Children’s Program Coordinator and that she was well-liked in the community.
- Secretary – Barbara Ireland moved that the item placed on the table at the October 16, 2023 meeting, to consider reviewing all Library policies every four years, be removed from the table for consideration. Dee seconded, no discussion, motion passed, the item is removed from the table and is properly before us.

Mandy presented the current policy tracker and explained how it works to keep library and personnel policies current and relevant. PD discussed that we should set a time each year to review the policy tracker so that no policy goes more than 4 years without proper review and edits if needed. Barbara Ireland made a motion that every January the board will review the Library Policy Tracker to be sure no policy is more than 4 years old. PD seconded, no discussion, motion passed.

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- Treasurer
 - Operating Budget – there were no questions for Sharon on the operating report.
- Committees
 - Investment – There was no investment report.
 - Nominating – There was no nominating report.
 - Programming – There was no programming report.
 - Fundraising – Fundraising, Update on Gala Plans, Silent Auction part of the Gala, Fall Book Sale
 - Ashleigh updated the following regarding the gala: all invitations have been sent; the silent auction gallery has been uploaded to the library website; flower displays and arrangements will be donated by Brett Pransky; Bill Petansky and his instrumental band Lush Life have agreed to play for free; Sarah Wiggins will photograph the event gratis; Christy Seewagen will design programs for free. Barb asked the Trustees to save large grasses and plants that could be used in floral arrangements and deliver to Jeff before the Gala. Irit reported there are 54 items in the auction and all items are posted online with descriptions. Katy reported that over \$1,500 was raised at the book sale. Mandy reported that the Soiree winter pop-up shop is now open.

EXECUTIVE SESSION

Trustee Vacancy, Staffing and Strategy:

Barbara Ireland motioned to move the meeting into Executive Session at 7:23 PM. Dee seconded the motion. All in favor. The motion passed.

RETURN FROM EXECUTIVE SESSION: Barbara Ireland noted the return from executive session at 7:34 PM.

Unfinished Business

- Annual Appeal, Membership – Ashleigh reported that membership was up slightly from last year and there will be continued outreach to increase membership.
- Ad Hoc Committee on HVAC issues – Mandy gave a report on the air filtration systems that were purchased for the library. Three Coway Air Purifiers with the ability to filter virus and nano-particles were purchased for the library. Two purifiers sit in each staff office and one larger purifier sits by the Children’s Services Coordinator desk. The three purifiers are all working properly and can be operated at low, medium or high without disruption to the staff or library patrons. These purchases help provide a safe and healthy environment for our staff and patrons. The three air purifiers will be placed in the main library for the annual Gala to provide air filtration to all attending.
- Ad Hoc Committee on Feasibility and Liability of Electric Vehicle Charging Stations – PD did not give a report on the charging stations.

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- Adoption of Yearly Calendar of Board of Trustee Meetings for 2024-2025 – Mandy Croasmun moved to adopt the Yearly Calendar of Regular Board of Trustee Meetings for 2024-2025, as presented at the October 16, 2023, Board of Trustee Meeting, Irit seconded the motion. There was no discussion. All were in favor. The motion passed.

New Business

- Adoption of the Annual Meeting Record Date for 2024 – Barbara Ireland explained that a new Record Date for 2024, in preparation for the Annual Meeting in October of 2024, needed to be adopted at this meeting of the Board of Trustees. Barbara Ireland moved that the Record Date for 2024 be September 11, 2024. Suzanne Telsey seconded the motion. There was no discussion. All in favor. The motion passed.
- Board Service Agreement, Whistleblower Policy, Conflict of Interest – Mandy distributed copies of the three policies for all Trustees to sign. All Trustees in attendance signed the documents. Trustees not in attendance will sign and return their copies to the library.
- Preliminary 2024-2025 Budget Discussion – Ashleigh reported that the Facilities Committee was submitting budget needs for 2024. Sharon and Irit will meet with Ashleigh in mid-December to finalize budget and library will submit to Town Hall in early February.
- Announcement of next meeting of Board of Trustees – Barbara explained that the Trustees do not meet in the month and December and the next regular meeting will be Jan 8th 2024.

MEETING ADJOURNED: Barbara Ireland motioned to adjourn the meeting at 7:54 PM, Dee seconded the motion. All were in favor. The motion carried.

NEXT MEETING:

Regular Board Meeting: January 8, 2024, at 6:30PM