

# THE SHERMAN LIBRARY

**BOARD MEETING JANUARY 13, 2020**

**PRESENT:** Ashleigh Blake (Executive Director), **Board of Trustees:** Elly Bockley, Karen Cardillo (President), Henry Cooperman, Ro D'Ostilio, Irit Granger, Barbara Ireland, Laura Jagodzinski, Lauren Kenney (Vice President), Jennifer Laviano (by phone), Dee Ratterree

**ABSENT:** Mariya Hurwitz (Treasurer)

**EXECUTIVE SESSION** (held without the Executive Director present)

**MEETING CALLED TO ORDER AT 5:44 PM**

**REVIEW OF THIS MEETING MINUTES:** . Dee Ratterree and Irit Granger

**APPROVAL OF PRIOR BOARD MEETING MINUTES:** Henry motioned to waive reading of the November meeting minutes and approve the November meeting minutes, Lauren Kenney seconded, and all were in favor.

**DIRECTOR'S REPORT:** Ashleigh Blake reviewed the Director's report that was sent in advance of the meeting. Of note, there's a new monthly adult program (a craft program called Use it Up), the new Children's Services Director, Cheryl Mandrachia, started and we're receiving positive feedback. The second membership appeal was sent out. The monthly stats show that adult programming attendance is up, and children's check out is down from last year due to the open Children's Services position which Cheryl will be addressing.

**TREASURER'S REPORT:** The report was sent prior to the meeting. Due to the Treasurer's absence, questions on the report are postponed till the next meeting.

**FINANCE COMMITTEE:** Henry Cooperman reported that the Vanguard account as of December 31, 2019 \$1,008,939; a 19% (\$264K) increase over the calendar year; brought in \$36K in income this calendar year

**FACILITIES COMMITTEE:** Ashleigh Blake reported the following items: the elevator test was successfully completed today, and we are in compliance with the state. Irit Granger will join the Facilities Committee.

**NOMINATING COMMITTEE REPORT:** Henry Cooperman welcomed the new trustees. There is one open position on the Board for which potential candidates should be identified. The Committee members are Elly Bockley, Henry Cooperman and Mariya Hurwitz. It was also noted that with changes in Trustees, those assigned to review the performance of the Executive Director needs to be updated; it will be Lauren Kenney and Henry Cooperman.

## **UNFINISHED BUSINESS**

**STRATEGIC PLAN:** Karen Cardillo asked for volunteers to work on the Strategic Plan; Laura Jagodzinski, Dee Ratterree and Barb Ireland will join Karen. Karen will schedule a meeting.

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**SECRETARY:** Laura Jagodzinski distributed the Conflict of Interest and Whistleblower forms and Trustees signed both. Laura will send forms to the Trustees not in attendance. The Library meeting schedule was filed with the Town Clerk by Karen Cardillo, added to the events calendar on the Library website (through May, remaining meetings will be added shortly) and will be posted on the bulletin board in the library. Meeting minutes will be available at the library until the new website is built at which time they will be posted online. Jen Laviano will research opportunities for a briefing on the Freedom of Information Act (“FOIA”) for the Trustees.

**BY-LAWS:** Karen Cardillo and Laura Jagodzinski discussed the by-laws changes proposed by our attorney in order to clarify the FOIA requirements. Once complete, the changes will be reviewed by the Board and ultimately presented to membership for approval. Additionally, Karen and Laura met with Corinne Kevorkian on January 4<sup>th</sup> with regard to FOIA and believe we satisfactorily addressed her issues with the exception of reducing votes to writing, which our attorney will follow up with her.

**AUDIT COMMITTEE:** Karen Cardillo asked for 2 Trustees to participate on an Audit Committee to review the year end financials before the annual meeting and the monthly statistics report on a quarterly basis. Henry Cooperman and Ro D’Ostilio agreed to be the Audit Committee.

**WINDOWS MIGRATION:** Ashleigh reported the computer and Microsoft software systems upgrade was successfully completed on Dec 23<sup>rd</sup> underbudget. She is working with FrontStream to resolve Giftworks problems (donor management) which has not been working since the upgrade. While discussing software, Henry suggested training employees to detect and prevent falling for phishing email attacks.

**HOLIDAY PARTY:** Ashleigh Blake gave an update on the Holiday party, and in Mariya’s absence, Laura updated the Board on the silent auction. The annual holiday was a well-attended successful fundraising event with strong positive feedback. The silent auction committee will meet to decide on improvements for the next party.

### NEW BUSINESS

**SOIREE:** The event is on May 22 and 23. Laura Jagodzinski, Lauren Kenney, and Ashleigh Blake are co-chairs and will reach out to members with how they can assist.

**DUCKFEST:** Ashleigh led the discussion and finalized the date/time for Duckfest: June 7<sup>th</sup> from noon – 3PM.

**MEMBERSHIP COMMITTEE:** Irit Granger, Ro D’Ostilio, Barb Ireland and Jen Laviano agreed to join Ashleigh on the Membership Committee.

**2020 – 2021 BUDGET:** Ashleigh Blake led the discussion on the draft budget. Elly Bockley motioned to approve the budget with changes as discussed, Dee Ratterree seconded and all approved.

**2020 GOLF TOURNAMENT:** Lauren Kenney led a discussion for holding a Golf Tournament for fundraising. Lauren will chair the event and will need volunteers. Target date for the event is July 13 or 20<sup>th</sup>.

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**WEBSITE:** Ashleigh asked for Trustees that would be interested in participating in designing the new Library website; Elly Bockley, Lauren Kenney and Laura Jagodzinski volunteered.

**MEETING ADJOURNED: 7:45 PM.** Henry Cooperman motioned to adjourn the meeting, Dee Ratterree seconded the motion, all were in favor.

**NEXT MEETING: FEBRUARY 10**

Respectfully submitted,

Laura Jagodzinski  
Board of Trustees, Secretary