

THE SHERMAN LIBRARY

BOARD MEETING APRIL 20, 2020

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

ABSENT: none

EXECUTIVE SESSION:

MEETING CALLED TO ORDER AT 5:43 PM. The meeting was held via video/conference call due the Library building closure related to the COVID-19 virus CT Stay Home, Stay Safe, Executive Order

REVIEW OF THIS MEETING MINUTES: Lauren Kenney and Dee Ratterree

APPROVAL OF PRIOR BOARD MEETING MINUTES: Barbara Ireland motioned to approve the March Special meeting minutes, Irit Granger seconded, and all were in favor. Dee Ratterree motioned to approve the April Special meeting minutes, Elly Bockley seconded, and all were in favor.

DIRECTOR'S REPORT: Ashleigh Blake reviewed the Director's report that was sent in advance of the meeting, noting that before the library building closure the Dr. Seuss program was well attended, circulation is down; however, downloadables are up as are website views. The staff is working remotely, Ashleigh is checking on the building regularly and creating a list of books to buy. Programs are being run on-line through Zoom.

TREASURER'S REPORT: Mariya Hurwitz reviewed the Treasurer's report that was sent in advance of the meeting, noting that we will see a decrease in programming costs over the next few months related to the COVID-19 building closure.

SECRETARY'S REPORT: nothing to report

INVESTMENT COMMITTEE: Henry Cooperman reported that the Vanguard account as of March 31st is \$768,821 which is down 20% from year end. As of April 20th, the account is up to \$814K which is down approximately 10% from July (taking into account withdraws) and down 15% since year end. Dividends are still on target. The committee met in April, adjusting the portfolio to stay within guidelines and will meet again on May 4th.

FACILITIES COMMITTEE REPORT: Ashleigh reported that she continues to get bids for painting. The Board agreed to proceed with elevator and HVAC maintenance while the building is closed and requests that workers wear masks, gloves, and booties. Ashleigh will let them into the building, maintain safe distancing and wear protective gear.

NOMINATING COMMITTEE REPORT: nothing to report

MEMBERSHIP COMMITTEE REPORT: Ashleigh Blake reported there is no update since the February meeting, the next meeting is yet to be scheduled. The committee members are Ashleigh Blake, Karen Cardillo (ex-officio), Ro D'Ostilio, Irit Granger, Barb Ireland, Dee Ratterree.

THE SHERMAN LIBRARY

BOARD MEETING APRIL 20, 2020

FUNDRAISING COMMITTEES REPORT: Laura Jagodzinski, Lauren Kenney and Ashleigh Blake provided updates in light of COVID-19 pandemic restrictions. The July Golf outing has been cancelled and Lauren Kenney has requested to have the deposit returned. The Soiree co-chairs decided to cancel the Soiree and Redux in May and after consideration decided against an on-line auction/sale. Duckfest will also be cancelled. The Book Sale will be postponed for a future date to be determined. Ashleigh Blake will draft a press release to notify the public of event changes and remind all that the Library will accept Soiree donations after the building opens. Laura Jagodzinski motioned to cancel the Soiree, Redux, Duckfest and Golf outing; Mariya Hurwitz seconded the motion and all approved. Laura Jagodzinski motioned to postpone the May Book Sale and revisit a rescheduled date at the next Board meeting; Mariya Hurwitz seconded the motion and all approved.

Laura Jagodzinski motioned to keep the July Board meeting on July 13, Ro D'Ostilio seconded and all approved.

The Board agreed to expand the role of the Membership Committee to include fundraising strategies and opportunities.

UNFINISHED BUSINESS

2020 – 2021 BUDGET: Ashleigh Blake reported that request for town funding in our budget still stands after the two April Board of Selectmen meetings. The next meeting is April 25th and the town referendum is on May 9th.

BY-LAWS, FOIA UPDATE: Laura Jagodzinski reported that she received the draft by-laws from the ProBono attorney. The document will be reviewed by a sub-committee of the Board then presented to the full Board for review and discussion on next steps for a vote. The FOIA training meeting with Thomas Hennick is postponed to mid/late May after the Board has had time to review materials.

TECHNOLOGY (WEBSITE, GIFTWORKS, TRAINING): Ashleigh Blake is researching the library's website replacement effort and costs, and will reach out to the website committee next week. No change in resolving the Giftworks problems, still in a holding pattern awaiting remote support from Bibliomation. The staff are completing training courses.

CHILDREN'S CONDUCT AND ENFORCEMENT POLICY - AFTERSCHOOL: When the Library building reopens there will be a conduct policy codified by the Board to present to patrons.

NEW BUSINESS

CORONA VIRUS UPDATE: Ashleigh Blake reported that she received confirmation of receipt of the Library's Payroll Protection Program application and that it is queued up for next release, if any, of approved government funding. Library curb side pickup was discussed, and the Board agreed for the building to remain closed per state executive order; Ashleigh will develop a plan on how to ease into opening when the appropriate time comes. Ashleigh asked the Board to leverage social media to promote the Library's digital offerings. Ashleigh is researching options/efforts to offer a digital trivia night.

THE SHERMAN LIBRARY

BOARD MEETING APRIL 20, 2020

ADDITIONAL DIGITAL RESOURCES: Ashleigh Blake is evaluating additional digital resources offerings that ultimately will have a budgetary impact. Ashleigh will prepare a proposal for Board review. In the interim, Elly Bockley motioned the authorization of \$1500 for new digital resources; Dee Ratterree seconded and all approved.

MEETING ADJOURNED: 7:35 PM. Laura Jagodzinski motioned to adjourn the meeting, Mariya Hurwitz seconded and all approved.

NEXT MEETING: May 11

Respectfully submitted,

Laura Jagodzinski
Board of Trustees, Secretary