

# THE SHERMAN LIBRARY

## BOARD MEETING MAY 11, 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, Dee Ratterree

**ABSENT:** Mariya Hurwitz (Treasurer)

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

**MEETING CALLED TO ORDER AT 5:36 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:** Elly Bockley and Ro D'Ostilio

**APPROVAL OF PRIOR BOARD MEETING MINUTES:** Henry motioned to approve the April 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. Ashleigh noted that while the building remains closed, she regularly checks on the building/facilities and everything is in working order, staff is remotely working, downloadables are up and remote programs are offered and attended.

**TREASURER'S REPORT:** As an anticipated result of moving Board meetings to earlier in the month, there was insufficient time to reconcile financial statements for the month of April, therefore financials will be reported at the next meeting.

**SECRETARY'S REPORT:** nothing to report

**INVESTMENT COMMITTEE:** Henry Cooperman reported that the Vanguard account as of April 30 was \$848,290 (up \$80K), and as of today the account is \$855K. The Committee met May 9<sup>th</sup> and will meet monthly for the short term. Adjustments were made to the portfolio leaving approximately \$29K for a cash cushion and opportunities; the Committee is comfortable with the portfolio and direction.

**FACILITIES COMMITTEE REPORT:** nothing to report

**NOMINATING COMMITTEE REPORT:** Henry Cooperman reported he has been and will continue to be in touch with individuals regarding their interest in joining the Board and set up interviews as appropriate.

**MEMBERSHIP COMMITTEE REPORT:** Ashleigh Blake reported that the Committee met on April 28 and discussed the upcoming membership appeal on July 5<sup>th</sup>, possible incentives and a 3-part plan to address notification and shortfall of remaining fundraisers. The plan includes a letter with an appeal and link for donating that was published in the paper and distributed via the e-newsletter, an appeal on Facebook starting this week and personal calls to donors. Donations have started to come in.

**WEBSITE COMMITTEE REPORT:** Ashleigh Blake reported that the Committee met on May 5<sup>th</sup>. The Committee reviewed 3 alternatives and will proceed with using Squarespace as a hosting solution and

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accepting Marie Mulvaney's (a long-time library supporter and volunteer) offer to volunteer her time to develop the new website.

The current website calendar will be eliminated, resulting in a cost savings and the objective is to have the new website up by June 30<sup>th</sup> (might need to phase in functionality).

**FUNDRAISING COMMITTEE REPORT:** Lauren Kenney gave an update on the cancelled golf outing. The golf club was surprised by the Library's request to cancel and refund the deposit, suggested rescheduling later in the year and agreed to roll over the \$500 deposit to next year.

### UNFINISHED BUSINESS

**2020 – 2021 BUDGET: budget passed....**Ashleigh Blake reported that the Library budget was passed at the May 9<sup>th</sup> town referendum.

**BY-LAWS, FOIA UPDATE:** Laura Jagodzinski reported that the Library, as agreed in February, made a donation to the ProBono Partnership in recognition of their legal support. Laura thanked the trustees that participated in the initial review of the draft by-laws and will send the draft to the trustees in advance of meeting next week to address questions. Will look to schedule the FOIA training meeting with Thomas Hennick the last week of May or first week in June.

### NEW BUSINESS

**CORONAVIRUS UPDATE:** Ashleigh Blake reported that the library's application for the Payroll Protection Program assistance was approved. Ashleigh is developing a phased opening plan and looking to create a task force to provide input and feedback. Barb Ireland, Irit Granger, Dee Ratterree and Laura Jagodzinski volunteered to participate. The Board discussed an inquiry from the Sherman school to see if the Library would be willing to receive returned textbooks (via the drop box) from students. To help out the school, Ashleigh will put procedures in place to receive books and package them for pick up.

**MEETING ADJOURNED: 6:42 PM.** Laura Jagodzinski motioned to adjourn the meeting, Dee Ratterree seconded and all approved.

**NEXT MEETING: June 8**

Respectfully submitted,

Laura Jagodzinski  
Board of Trustees, Secretary