

THE SHERMAN LIBRARY

BOARD OF TRUSTEES

Minutes of the March 14, 2022 Regular Meeting

6:30 PM Remote via Zoom due to public health concerns surrounding the COVID-19 pandemic

BOARD MEMBERS:

Present: Henry Cooperman, Ro D'Ostilio, John Ehrenreich (joined at 7:07, left at 8:42), Irit Granger (left 9:17), Mariya Hurwitz (President), Barbara Ireland, Laura Jagodzinski (Secretary), Lauren Kenney (Vice President), Caitlin Mandracchia, Jeff Matusow, Dee Ratterree

Absent: Jennifer Laviano

Quorum Present: Yes

Others Present: Jamie Cantoni (Executive Director)

CALL TO ORDER: Mariya Hurwitz called the meeting to order at 6:34 PM.

REVIEW OF THE MEETING'S MINUTES: Henry Cooperman and Irit Granger

APPROVAL OF PRIOR MINUTES: Laura Jagodzinski motioned, that if there is no objection, to approve the minutes from the February 15, 2022 meeting. Barbara Ireland seconded the motion all approved.

EXECUTIVE SESSION - Trustee Vacancy, Strategy: Mariya Hurwitz motioned to move the meeting into Executive Session at 6:36 PM, Laura Jagodzinski seconded the motion.

RETURN FROM EXECUTIVE SESSION: Mariya Hurwitz noted the return from executive session at 8:24 PM. Mariya described the need to add a Library Specialist position to staff that included robust catalog of programs (tripled programming in response to last community survey, with high attendance and favorability), the significant incremental effort to advertise, market and manage programs, and overseeing maintenance of a building that is no longer new requires capacity that is not available. Additionally, extensive research on Association libraries in our broader community showed the Library was understaffed - serving the largest population with the fewest staff members. Since the Library budget is part of the town budget which will not be presented for vote until April 23rd, Mariya motioned to post for the position immediately, making note in the job posting that the position is pending library budget approval. Posting for the job immediately is essential to manage the timing of advertising for the position and interviewing potential candidates. It is our sincere hope that the town supports our budget and our identified need for the new staff position. If the budget is not approved by the town, the job posting will be pulled and the trustees will have to decide how to proceed with staffing and programming. Lauren Kenney seconded and all approved.

DIRECTOR'S REPORT: Jamie Cantoni noted the importance of properly naming and configuring documents for efficiency in posting on the website. Irit Granger recognized Jamie for her impressive performance and coming up to speed quickly. Jamie asked if there were questions on the report; there were none.

SECRETARY'S REPORT: Laura Jagodzinski had nothing to add to the report and there were no questions.

TREASURER'S REPORT: Henry Cooperman had nothing to add and there were no questions on the financials.

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INVESTMENT COMMITTEE REPORT: Henry Cooperman, Committee Chair, added that the portfolio was down 4% while the S&P was down 14%. There were no questions on the report.

NOMINATING COMMITTEE REPORT: Henry Cooperman, Committee Chair, had nothing to report.

FUNDRAISING COMMITTEE REPORT: Lauren Kenney, Golf Event Chair reviewed the golf event pricing and sponsorships, and Laura Jagodzinski, Soiree Chair, reviewed Soiree promotions, and both encouraged Trustee to spread the word. No further updates on Duckfest.

PROGRAMMING COMMITTEE REPORT: John Ehrenreich, Committee Chair, had nothing to report.

UNFINISHED BUSINESS

HVAC UPDATE: Jamie Cantoni added to her report that she is looking for vendors to provide a second opinion for addressing HVAC repairs.

NEW BUSINESS

STRATEGIC PLAN - TEAM PLAN UPDATES: Mariya Hurwitz recognized all for their progress on moving the strategic plan forward and completing the trustee skills inventory. Mariya covered next steps that included: team leads providing quarterly updates starting in June using the individual Team Plans (Laura will populate with current status and send to all), renaming the Collaboration, Engagement and Programming Team to Programming Team, and asking team leads to revisit team size and make appropriate adjustments.

LIQUOR LIABILITY MEMO UPDATE: Laura Jagodzinski reported that she is updating the liquor liability memo based on new information and she plans to review the memo with the Library insurance agent for completeness and correctness.

COVID UPDATE: Mariya Hurwitz opened the floor to discussion on COVID protocols for the Library and the Soiree. Library: Jamie Cantoni answered the question on masking by explaining the Covid Advisory will meet in March/early April to review protocol and evaluate where we are and what's going on and make decisions for April. Soiree: Laura Jagodzinski noted that legal counsel advised that a patron who called stating that it was illegal for Library to require proof of vaccinations was incorrect, and also advised that we could continue as planned (require proof with option to adjust when conditions change). A discussion followed with some Trustees raising concerns of alienating individuals that are opposed to requiring proof of vaccines and others concerned of alienating individuals in favor of proof if the requirement were dropped. Barbara Ireland noted the decision needed to be made now for inclusion in promotions, and that considerations in making this difficult decision included: this is the first large indoor event with food and beverages (history 130 attendees), the pandemic is an evolving situation - do not know what it will be like in May, other organizations' protocol, how to keep people safe, and the need to be flexible to adjust to as we get closer to the event.

COMMUNICATIONS - e-Newsletter frequency: Mariya Hurwitz, turned the floor over to Lauren Kenney who was concerned the number of communications seemed to increase and that increase might be

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viewed negatively by recipients. Jamie explained that she noticed the increase related to Children's programs and is working on addressing this while working within the limitations of the marketing service used which is free for non-profits.

MEETING ADJOURNED: Mariya Hurwitz motioned to adjourn the meeting at 9:21 PM, Lauren Kenney seconded.

NEXT MEETING:

April 18, 2022 6:30 PM Regular Board Meeting

Respectfully submitted,

Laura Jagodzinski
Board of Trustees, Secretary