

THE SHERMAN LIBRARY

BOARD OF TRUSTEES

Minutes of the September 13, 2021 Regular Meeting
5:30 PM Remote via Zoom due to public health concerns surrounding the COVID-19 pandemic

BOARD MEMBERS:

Present: Henry Cooperman (Interim Treasurer), Ro D'Ostilio, Irit Granger, Mariya Hurwitz (President), Barbara Ireland, Laura Jagodzinski (Secretary), Caitlin Mandracchia, Jeff Matusow
Absent: John Ehrenreich, Lauren Kenney (Vice President), Jennifer Laviano, Dee Ratterree
Quorum Present: Yes
Others Present: Ashleigh Blake, Executive Director

CALL TO ORDER: Mariya Hurwitz called the meeting to order at 5:37 PM.

REVIEW OF THE MEETING'S MINUTES: Barb Ireland and Irit Granger

APPROVAL OF PRIOR MINUTES: Laura Jagodzinski motioned to approve the minutes from the July 19th regular meeting, Mariya Hurwitz seconded the motion and all approved.

EXECUTIVE SESSION - Staffing: Mariya Hurwitz motioned to move the meeting into Executive Session at 5:38 PM, Laura Jagodzinski seconded the motion, and all approved.

RETURN FROM EXECUTIVE SESSION: Mariya Hurwitz noted the return from executive session at 6:10 PM.

DIRECTOR'S REPORT: Ashleigh Blake highlighted that programming was light in July due to staff openings; the membership appeal was sent via USPS on July 7 and then via newsletter in August; patron visits are climbing and recently curb side is picking up. Ashleigh Blake addressed questions on the appeal response rate, which may be a little lower than last year.

SECRETARY'S REPORT: Laura Jagodzinski discussed the secretary's role and asked anyone interested in that role next year to reach out to Mariya Hurwitz or Laura Jagodzinski. Laura Jagodzinski opened the topic for questions and explained the goal would be for an existing Trustee to assume that role.

TREASURER'S REPORT: Henry Cooperman, Interim Treasurer, reviewed the financial reports and noted we received \$15,458 in ARPA grant and Total Assets are up close to \$100K for the period ending July 2020 mostly due to an increase in the Vanguard Investment account. Henry Cooperman addressed questions on clarifying the reporting of the golf event where income crossed over fiscal years. A note will be added to the report and Mariya Hurwitz will create an accounting template for fundraisers.

INVESTMENT COMMITTEE REPORT: Henry Cooperman, Committee Chair, reported that the investment fund balance at the end of August was up 1.9% from July and up \$34K for the first two months of fiscal year. The next committee meeting is October 2nd. In response to questions, Henry Cooperman provided the names of the committee members. Mariya Hurwitz motioned for Henry Cooperman to remain Committee Chair until the end of his term in October 2022, Barbara Ireland seconded and all approved.

NOMINATING COMMITTEE REPORT: Nothing to report

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MEMBERSHIP COMMITTEE REPORT: Nothing to report.

FUNDRAISING COMMITTEE REPORT: Irit Granger, Committee Chair, reported the most recent fundraisers were highly successful: the second annual golf tournament, Books, Bags and Baubles and the inaugural sale of Biblio Blend coffee beans which sold out. The plan would be to bring the coffee back for sale at select future events.

The Fundraising Committee agreed with the Covid Advisory Group's recommendation to cancel the holiday party again this year given the continuing Covid-19 crisis. Discussion followed with most expressing risk and concerns with holding the event, and Henry Cooperman raised the potential loss of commitment to the event after missing it for two years then eventually saying he disagreed with cancelling the party. In place of the party, and on the same date the party would have occurred - December 4th, the Golden Ticket Drawing will be expanded in number of prizes and tickets. The Committee plans to make this a festive event with the help of Caitlin Mandracchia and co-chairs Dee Ratterree and Barb Ireland.

Irit led a discussion and then motioned to look into the feasibility of hosting a virtual auction - perhaps in late January or early February, Barb Ireland seconded the motion, and all voted in favor.

UNFINISHED BUSINESS

1st AMENDMENT AUDIT: Ashleigh Blake reported she developed an operating procedure for the staff to follow in the event the situation arises. She also updated the Code of Conduct for next month's meeting.

COVID-19 UPDATE: Ashleigh Blake reported that masks are now required in the building.

AMERICAN RESCUE PLAN ACT GRANT: Ashleigh Blake reported that most items approved for the grant have been ordered, several have arrived and some installed.

STRATEGIC PLAN UPDATE: Mariya Hurwitz explained the process used to create the strategic plan project priorities and reviewed the project components. She asked those assigned, to move projects forward and report updates to the Board. Mariya opened the topic for discussion and reminded Team Leads to keep in mind that projects requiring expenditure in the next fiscal year, will need to be considered during budget development in December. Henry Cooperman recognized Mariya Hurwitz and Laura Jagodzinski in leading the effort to progress the strategic plan to this level.

ANNUAL MEETING OF MEMBERS: Mariya Hurwitz gave an update on planning for the annual meeting of members scheduled for October 8th at 7PM, covering agenda, communications, voting, proxy and remote meeting protocols. Discussion followed and further questions could be addressed to Mariya Hurwitz or Laura Jagodzinski.

NEW BUSINESS

RECORD DATE: Laura Jagodzinski reviewed the purpose of a Record Date and opened discussion on setting September 11, 2021 as the record date for the 2022 annual member meeting. After discussion,

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Laura Jagodzinski motioned to set the record date as September 11, 2021, Mariya Hurwitz seconded the motion and all approved.

FACILITIES MAINTENANCE: Ashleigh Blake requested approval for increasing annual HVAC maintenance. Barb Ireland moved to change the HVAC vendor to iHVACR and that the annual service contract proposal of \$3780 be approved, Mariya Hurwitz seconded, and all approved.

Mariya Hurwitz motioned to approve the purchase of 2 lighting fixtures, a capital expenditure out of the Art and Culture account, Caitlin Mandracchia seconded the motion and all approved.

MEETING ADJOURNED: Mariya Hurwitz motioned to adjourn the meeting at 7:30 PM, Irit Granger seconded the motion and all approved.

NEXT MEETINGS:

October 8, 2021 7PM: Annual Meeting of Members

October 8, 2021 immediately following Annual Meeting of Members: Annual Meeting of Board

Respectfully submitted,

Laura Jagodzinski
Board of Trustees, Secretary