

Mariya Hurwitz:

Oh, good evening, everyone. Welcome to the Sherman Library Association monthly meeting of the Board of Trustees. It is Monday, November 8th, 2021 at 5:37 pm. I'd like to call the meeting to order. This is Mariya Hurwitz. I'm going to turn it over to Laura for some minutes.

Laura Jagodzinski:

Thank you, Mariya. This is Laura Jagodzinski. Let's see. Oh, thank you, Jen and Jeff for agreeing to review the minutes from this week's meeting. With regard to the minutes from our last two meetings, October 11th and October 20th, if there are no objections, I move that we approve the minutes of the October 11th regular meeting and the October 20th special meeting through unanimous consent. Are there any objections or changes? Then so approved. Back to you, Mariya.

Mariya Hurwitz:

Right. Thank you, Laura. This is Mariya. I would like to make a motion that we move into executive session to discuss some staffing topics. It is 5:38 pm. Can I have a second?

Dee Ratterree:

Yes, I second. Dee.

Mariya Hurwitz:

Thank you, Dee. Okay.

Mariya Hurwitz:

Oh, Laura, sorry.

Laura Jagodzinski:

We're returning from executive session at 6:21.

Mariya Hurwitz:

Thank you, Laura. This is Mariya Hurwitz. I would like to turn it over to Ashleigh, for the October director's report.

Ashleigh Blake:

This is Ashleigh Blake.

Mariya Hurwitz:

Oh, I'm sorry, I'm sorry. I'm sorry, this is Mariya again. I apologize. If everybody could just remember to use the raise your hand feature if you have a question to ask during any of the regular session meeting. Just raise your hand, I'll look for the raised hands and will call on you. Thank you. Go ahead, Ashleigh.

Ashleigh Blake:

Sure. So, I sent out the director's report and stats. If you take a quick look at it you can see the reviews of the programming, currently the children's programs, the afterschool ones are up and running. We had some interesting seasonal programs for adults that were well-attended and, of course, our regular

ones. So those are all moving along. I will speak to the grant later in the meeting, as per the agenda. I can touch on facilities. The painting was completed during October of the barn and the first portion of the building and it looks snazzy and nice and fresh.

Ashleigh Blake:

You all are aware of the control pad issue that we discussed at our last meeting, but the information is on that once more. Then the two other items in our facilities we can talk about under the ARPA grant portion of the meeting as well. Does anyone have any questions about the director's report for October? Okay.

Ashleigh Blake:

We can move on to stats. Things are progressing, there's not a lot to talk about in particular on the stats this month. You will notice that if you compare October's circulation for children and adults compared to last October, there's a difference. I am really not sure why that's so. We have all of our books are coming in and they're advertised. I will note that our August of this year was higher than our August of last year, so I'm not sure if it's just seasonally. I know Mariya and I spoke about maybe it being warmer. People going out and doing things and not picking up books, but there's no specific reason as to closure or unavailability of books. That's about it, unless anyone has any questions in particular about the stats? Mm-hmm (affirmative).

Mariya Hurwitz:

Thank you, Ashleigh. This is Mariya again. I just wanted to give Jamie Cantoni, our new executive director, a chance to just... Nothing's formal, Jamie, just a quick update on how your transition went last week and anything you want to share.

Jamie Cantoni:

Sure. It's been going really great. Ashleigh and I have been Zooming, actually, through all of the transition checklist and we've been covering a lot of things and had some really great Q&As about some of the finer points of things. I am really looking forward to trying to navigate it on my own and we'll see how many SOS signs I put up next week. But it's going really great and it's been really wonderful working with Ashleigh.

Mariya Hurwitz:

Wonderful, thank you. Okay, thanks, Jamie. This is Mariya again, but I'm going to turn it over to Laura J., for secretary's-

Laura Jagodzinski:

Thanks. Laura Jagodzinski. From the secretary's report that was sent out earlier, are there any questions? All right.

Laura Jagodzinski:

I'm working on the updated contact list. I will add Jamie's contact information as well as the email addresses for the staff. Ashleigh and Jamie, I'll send that to you tomorrow so you can validate that. Does anybody, do any of the trustees, have any changes to their contact information? Then I'm not going to send it out in draft form, I'll just update it and get it out to you.

Laura Jagodzinski:

The other thing, just briefly, I wanted to mention I am preparing a procedure with just six documents for annual meetings. There's a lot that goes on behind the scenes to pull off an annual meeting. It's a lot of work on the part of the president, the executive director, and the secretary. So the document's purpose is to streamline the process with background information, tasks, sample communications, all in one place.

Laura Jagodzinski:

I'd like to make an open request to anyone to get me feedback in the next week or so for any thoughts or anything that you saw that could use improvement in running the annual meeting, or the process leading up to the annual meeting. That's all I have.

Mariya Hurwitz:

Okay. Thanks Laura. This is Mariya again. Henry had to leave the meeting, so he submitted his treasurer's notes. I'm not going to read them out loud, because you've all got them. Did anybody have questions or comments on the financials that were also distributed? Okay. All right, great.

Mariya Hurwitz:

So then I'm going to move over to committee reports and actually Henry has investment and nominating committee as well. So he submitted his comments from the investment committee. You all have those notes. He also submitted a comment on the nominating committee about a referral received for potential trustee nominations. So, that was it for investment and nominating. If I could turn it over to Irit.

Irit Granger:

Hi, it's Irit Granger. We, as you know, are in the middle of selling tickets for the Golden Ticket Raffle, which is a very important event for us since it's replacing our Holiday Gala. If every board member, we've already counted your allotment of 15 tickets as being sold, so we hope you've all brought them into the library and if you can sell any more, shake those trees down because we're only halfway towards our goal at this point.

Irit Granger:

Dee and Barb have been working very hard selling tickets in front of the IGA with a little help from the rest of us now and again. But we really need to shake a few more trees. So, especially those of you with contacts at The Sherman School, maybe that's an untapped market. We seem to have conquered everybody that shops at the Sherman IGA, although that's been fun. I don't know if, Barb or Dee, do you anything specific you'd like to add to that?

Dee Ratterree:

This is Dee Ratterree. Barb and I are switching the day to Sunday, hoping that we'll get some new people. Because we've done Saturdays for all of the former sales and we're hoping that Sunday, there'll be new people. That's the last ticket sale in front of the IGA. So, you guys really do need to get out there and get those tickets sold.

Irit Granger:

Thank you, Dee and thank... This is Irit Granger, again. Thank you for everything you've done and all the sales you've made. I've tried to exceed, I think I've sold about 25 tickets. It would be great if everybody could pull out the stops. I know it's hard, but once you explain what it's for people really are only too happy to support. It's just that selling them one by one is a task, but it's so great when you somebody that buys five.

Mariya Hurwitz:

Barb has her hand raised. Go ahead, Barb.

Barbara Ireland:

I want to echo that. It's November 8th, and the drawing is December 4th, so we still have some time. I do need to know from Ashleigh and Jamie, when you want the rest of the tickets turned in. What's the latest time we can turn in tickets?

Ashleigh Blake:

I would imagine from experience, this is Ashleigh Blake, from experience with last year's, at the very least the week before to get it entered before the drawing. But you should be turning them in as they come in. Thanks to those who have. That helps instead of having a glut of them all dumped at the last minute on Jamie to try to process. But I think, the week before is the bitter end for really getting it in. I mean, we'll sell tickets beyond that, but it's going to be tight getting all of that entered, so.

Irit Granger:

This is Irit Granger-

Barbara Ireland:

[crosstalk 00:09:45] that question because Thanksgiving is the week before, and historically there are a lot of people that come and go at Thanksgiving time. So, do you want them by November 30th, is that soon enough?

Ashleigh Blake:

I think so. Jamie, you'll be entering them. I'll assist [crosstalk 00:10:07]-

Jamie Cantoni:

Yeah.

Ashleigh Blake:

... but, yes, probably by about the 29th, would be better. But I know we're not open then, so I guess the 30th.

Barbara Ireland:

Okay.

Ashleigh Blake:

But please try to get them before that, if you can. Drop them off as you sell them, that's fabulous. That's very helpful.

Barbara Ireland:

Henry had asked if we could have a ruling on whether or not trustees are able to buy tickets and be part of the drawing. Unfortunately, when I went to ask Ruth, she's moving. She was out because she's changing residences, but she'll still be doing her job. I won't be able to talk to her probably till tomorrow. So, I can send out an email and that will go to everyone saying whether or not you can purchase tickets and enter the drawing yourself as a trustee. Okay?

Barbara Ireland:

We really need for people to push some tickets because, we're at, I think, Ashleigh said 477, right now and we need to be well beyond that if we can be.

Irit Granger:

This is Irit Granger speaking. Everyone, the 477 includes all the tickets you already have in hand that you were asked to sell, because it assumes that you've sold them. Just to be clear.

Mariya Hurwitz:

Lauren, did you have your hand raised? Or was that, maybe you went away [crosstalk 00:11:28]-

Irit Granger:

Dee did.

Jeff:

I do. Just the ruling of trustees, can a spouse of a trustee buy, or is that disqualified as well?

Barbara Ireland:

This is Barbara. I don't know the answer to that. I would say probably you're going to both be able to buy, but we just need to clarify that.

Irit Granger:

This is Irit. I agree. I'm sure we'll be able to buy. But yes, do confirm it if you can, Barb. Thank you.

Barbara Ireland:

I will.

Irit Granger:

Dee, did you have something?

Dee Ratterree:

Just that, what I think we agreed last year that trustees were not eligible to... They can buy tickets, but they can't win.

Barbara Ireland:

[crosstalk 00:12:17].

Dee Ratterree:

But I don't think we've ruled on... This is Dee Ratterree, sorry. I don't think we ruled on spouses.

Barbara Ireland:

This is Barbara. Jennifer's here. Jennifer do you have any idea on a ruling on that?

Jennifer Laviano:

I don't have an idea on the ruling and my guess is that the trustees can buy, but maybe you should not be in the running to win. That's my guess. What I do, and I encourage everyone to do it as well, is I buy tickets and I give them out to my office staff as Christmas gifts and family members, et cetera, so that I'm not in the running. But it's just an easy way to add another little stocking stuffer for people, et cetera, so.

Barbara Ireland:

Yeah. This is Barbara again. I think that's what we did last year, actually. But if somebody wanted to enter as a trustee, I was going to see if Ruth could give us an answer on that.

Mariya Hurwitz:

[crosstalk 00:13:11]. If you still have a question you can keep your hand up, but if you don't have question, please put your hand down.

Irit Granger:

Okay. This is Irit, I'll just continue with the report just to say also that Barb and Dee will be meeting with Caitlin and hopefully Ashleigh and Jamie, to discuss the actual drawing to make a plan for something festive that we are presenting via Zoom.

Irit Granger:

I also want to mention to everybody that if you print out the flyer of the drawing the QR code appears there and that's very handy when you're meeting with someone and they tell you they don't have any cash. Rather than have them... You know, they can do it right on the spot if you just give them the QR code, which is what we did when we were selling tickets in front of the IGA. Very handy.

Irit Granger:

Next, we are working on the charter, as we were asked to do for the fundraising committee. We won't present that this time, but at our next meeting in January once we have a chance to really go through with it.

Irit Granger:

We also have penciled in the remaining fundraising events for the year. Obviously, the Golden Ticket drawing is now in May. We have a whole trifecta of events. And that would be the Book Sale, the Women's Soiree, and then the Soiree Redux, and probably also do another [inaudible 00:14:45] blend

run of coffee, since that was received so well. The golf tournament again, Lauren, all being well with you guys?

Lauren Kenney:

Yep. This is Lauren. Yes. We are trying to find a venue for it, not yet, but we're working on it.

Irit Granger:

Okay, great. Well, I'm sure it'll be even more fun than last year and last year was a lot of fun. Now DuckFest is something that I wasn't sure whether or not we were going to be doing again, and I wanted to ask Ashleigh her thoughts on that.

Ashleigh Blake:

Yes. So this is Ashleigh. DuckFest typically takes place in June, before Father's Day. It's on a Sunday, and we try to get it before that so that we don't take away Father's Day. I have chaired it and run it since its inception and will no longer be chairing it and running it. It is a lot of work. It requires a lot of volunteers and a lot of logistics. So, I don't know, that's something that the fundraising committee is going to have to discuss as far as finding another chair or how that will operate going forward. But it's not a quick easy one. So, we can discuss that further if you like. [crosstalk 00:16:03] details.

Mariya Hurwitz:

Laura has her hand raised.

Laura Jagodzinski:

[crosstalk 00:16:12] Maybe you could share, or somebody could share the fundraising budget for this fiscal year because the DuckFest is, I'm pretty sure, part of that budget. So, if we choose not to have the DuckFest, then something else is going to have to be in place. I would encourage us to find someone to run the DuckFest because it gets an entirely different audience than the rest of our fundraisers.

Mariya Hurwitz:

This is Mariya, I can pull that up. It'll just take me a couple minutes to find it, but I can pull that up.

Irit Granger:

This is Irit. I just want to say that because of the pandemic and because of my age, I've never experienced the DuckFest. I don't even know what it is except that Lisa dressed up as a duck a couple of times and that's about my extent of knowledge of DuckFest, so.

Mariya Hurwitz:

All right. This is Mariya, so I just pulled up our budget worksheet. We had budgeted for DuckFest. We've included in our budget for DuckFest \$7,000 of income and costs of \$1,300. So \$5,700 profit.

Irit Granger:

Well, the fundraising committee will discuss it and decide whether to go forward if we can, or do something instead in time for Father's Day?

Mariya Hurwitz:

Barb's got her hand raised.

Barbara Ireland:

My only comment is, and I'm not raising my hand to volunteer to run it, I'd just like to say that, but this is one of the few fundraising events that we have for children. I think that that should weigh in to the decision for all us. That's all.

Mariya Hurwitz:

Thank you, Barb. Ashleigh, you have your hand raised still.

Ashleigh Blake:

Yes, this is Ashleigh Blake. Irit asked about DuckFest. So it's a country carnival for families. People who don't have children can come too because we have live music and there's food served. But it does, mainly the target audience is children and families. It's goodwill in the community. A lot children enjoy it. We do a lot of promotion of it. Go to the school in a duck costume and everything and really get the excitement level for it.

Ashleigh Blake:

So I think the children in the community do look forward to it and it is an important community aspect from that direction. As far as comparing it to the Golden Ticket profit-wise, they're very different animals. It was meant to kind of capture that audience too, because it replaced the barbecue that they used to have, the family barbecue.

Rosemarie D'Ostilio:

Well, I would be willing to be co-helper, co-something. This is Rosemarie D'Ostilio, by the way. Co-something with somebody else to make sure that DuckFest or some variation of that continues on. I would be very happy if Ashleigh would enlighten me and educate me on how she went about doing DuckFest. So, who do I need to talk to about that?

Irit Granger:

This is Irit. Is there anyone else on the board that's willing to jump in and work with Ro on this? Caitlin?

Caitlin Mandracchia:

Yes! Yes.

Irit Granger:

[crosstalk 00:20:07]. Was that a yes, Caitlin?

Mariya Hurwitz:

This is Mariya, that is a dream team right there.

Caitlin Mandracchia:



I actually have never... There's been issues that weekend and my kids have never attended DuckFest. But yeah, if Ashleigh could tell Ro and I what you did and what it is about, I think the families do really enjoy it. I know so many families that go, [crosstalk 00:20:41] yeah.

Irit Granger:

This is Irit. Thank you very much, Caitlin and Ro, that's fantastic. So it looks like we may have a DuckFest after all. Wonderful. Then after that it's a tag sale and then another Golden Ticket drawing, which will be slated for next October. Then we'll be, well, our holiday party at the end of next year, so.

Mariya Hurwitz:

Laura, I see Laura's hand raised.

Laura Jagodzinski:

Yes. So the question I had was on, we were thinking about Labor Day weekend for Bags & Baubles for a tag sale.

Irit Granger:

Mm-hmm (affirmative).

Laura Jagodzinski:

So, I would like to say before you pencil that in, we have another meeting on that because the Bags & Baubles that was part of the Books, Bags & Baubles. Where it became worth the effort to generate income was because of the foot traffic that we got for people going elsewhere. So, I would say to do on Labor Day weekend Bags & Baubles all by itself would be a challenge.

Irit Granger:

Okay. This is Irit. Certainly you being the Bags & Baubles person we'll certainly meet to discuss everything that we need to before each of these events.

Laura Jagodzinski:

Yeah, and part of it you'd also probably need to find somebody to lead it. To chair that event. Timing-wise would be a challenge for me.

Irit Granger:

Okay. Well, what about Josephina, would she be willing to work it, do you think?

Laura Jagodzinski:

I have no,-

Irit Granger:

We can talk about that another time.

Laura Jagodzinski:

... I have no idea. I just think that I would put this one back on the fundraising committee to talk about this a little bit more to figure out the viability of doing something like that on Labor Day weekend and the level of effort and projected income.

Irit Granger:

Okay. We'll do that. Barb.

Barbara Ireland:

We did it this time when the Historic District Commission did their sale and that was very successful. But I don't know when they will do that next year, but I think we ought to try to time it with theirs.

Irit Granger:

They do that Memorial Day, apparently, which is why we have the Women's Soiree and Book Sales slated for that weekend.

Barbara Ireland:

I don't know if they will or not, because they did so well this year that they were talking, I think, about moving it, but.

Irit Granger:

I believe that Ashleigh said she spoke to them and they were, this is Irit again, and they were going to go back to Memorial Day. Is that right, Ashleigh?

Ashleigh Blake:

Yes. I had my hand raised, I didn't know. Yes, this is Ashleigh. I spoke with Lisa [Tilio 00:23:54] from the Historical Society and they are going to return to the original date. So, I think and I agree with Laura, without that foot traffic that makes the fundraising effort much more difficult. It will be returning to its original time span pre-COVID.

Mariya Hurwitz:

Ashleigh, did you have another reason, another thing to talk about?

Ashleigh Blake:

No. That was [crosstalk 00:24:18].

Mariya Hurwitz:

Okay. Laura.

Laura Jagodzinski:

Yeah, let me just add that the reason why we did the Redux, the Soiree Redux on Saturday, was because of the foot traffic. It was because of the Memorial Day... Because of the library's Book Sale and the Historical Society.

Irit Granger:

Okay, that's it for me.

Mariya Hurwitz:

Thank you, Irit. This is Mariya, but I'm going to turn it over to John for programming.

John Ehrenreich:

Okay, this is John Ehrenreich. So, we just really have continued the things we were already working on. The first was continuing the discussion of the committee's charter. We agreed on a draft. We circulated it to everybody and tried to integrate the responses that we got from a few people and I think it's on our agenda for later to consider that.

John Ehrenreich:

The program committee, the way it was conceptualized is that we were sort of waiting for the hiring of executive director and the children's person as well as moving into budget questions for next year to begin doing anything terribly substantive. So the most immediate thing is talking about doing a survey of town residents to try to get feedback on programming and also to try to get a new sense of who the audience is post-pandemic, on the assumption that there ever is a post-pandemic.

John Ehrenreich:

So, in any case, we were thinking about doing a survey, presumably in the summer of 2022. So we talked a bit about the logistics and also about the budgetary needs for that, which we would like to get entered into the budget preparations for the next year. We're expecting it's going to end up costing no more than \$500 for the whole thing. Otherwise, we are waiting the results of that and then presumably we'll have some ongoing discussions with Jamie about what we can do at this point in terms of conceptualizing or re-conceptualizing the programming issues.

Mariya Hurwitz:

This is Mariya. Any questions for John? Comments? Okay. Thank you, John. Okay, let's move on to the unfinished business part of our agenda. I would like to turn it over to Ashleigh Blake for a COVID-19 update.

Ashleigh Blake:

Hello, this is Ashleigh. So, we have the same COVID procedures in place as last month. Nothing's changed. We haven't adjusted anything. We're still requiring all people coming into library to wear masks, as well as staff. There has been an uptick in cases of COVID in Sherman. The tracker map that the state provides we're in the red zone with 15 or more cases per 100,000. I mean, it's a small drop of it, but it gets us in the red just because we're a smaller town.

Ashleigh Blake:

I will be scheduling a meeting with the COVID Advisory Group in the next week or so, week and a half, to just get together so that Jamie can meet the group, as a group. I know she's met you all individually, but as a group we can go through what we have and discuss if there're any other suggestions that the group has right now. That's about it. We're just holding steady in our current state.

Mariya Hurwitz:

Thank you. Back to you, Ashleigh, for an ARPA, American Rescue Plan Act grant update.

Ashleigh Blake:

Great. So, the electric and solar power charging stations have been installed. I had applied for a permit with the town for the electrical service and received permission to do so. [inaudible 00:28:32] dug the trenches for the wiring and he set the concrete footings. Salvatore Cutrona connected the two charging stations to the electric power source. He donated his labor, which was very generous of him and charged us a nominal fee for the materials.

Ashleigh Blake:

Bill Jenks then inspected and approved the installation for the electric. Joel Bruzinski, Josh DeWine, Russ Swanson and I assembled the benches. Joel and I spent Sunday installing the benches and working on the landscaping around them and putting down stone and Nate Bruzinski filled in the trench so that it looks like it never happened.

Ashleigh Blake:

I have a couple more items to purchase as part of the grant, but hope to have it wrapped up by the end of November, so that I can submit the report to the state. So, things are progressing.

Mariya Hurwitz:

This is Mariya, I just want to thank you very much for that extra work that you put into the installation of the benches, all that you did. So thank you.

Ashleigh Blake:

Thank you. I forgot to mention the facilities too that Joel did the annual parking lot vacuuming on Sunday as well. So that's done for the year.

Mariya Hurwitz:

Much thanks to Joel. Did anybody have any questions for Ashleigh on her update for our phone? All right. Thank you, Ashleigh. Okay, this is Mariya.

Mariya Hurwitz:

Let's move on to the strategic plan update. So as I notified you all before, what I'd like to do is just have the team leads for each of them. I'll call you just in order of the list that I have. If you would just give an update on where you stand and also just note that we're beginning the budget development process. I will be working with Ashleigh and Jamie preliminarily in the last week of November into the first week of December. We'll be doing our preliminary, looking at prior year actuals, all of the work that goes into developing a budget.

Mariya Hurwitz:

If you can get me for any of your strat plan items estimates or dollar amounts that you'd like to include in the budget, if you have those numbers now, give them now. If you can give them by the end of November, great. Absolutely by January, when we present the budget. When Jamie and I end up presenting the budget to the board for board approval we need those numbers for that January meeting. So, early December, mid-December, at the latest, but the earlier the better, please.

Mariya Hurwitz:

So, actually Laura put together a list of items that she could sort of remember and recall from various meetings that were slated for this coming fiscal year. So I have that list, which I can distribute to the group, but hopefully they're all in the forefront of your mind anyway. So, Barb, can I turn it over to you for board strength update?

Barbara Ireland:

Sure. The first thing we need to do is we need to add one or two people to the nominating committee, because it's me and the nominating committee. Ellie is gone. So we need to replace her with somebody on the nominating committee. Because the first thing I would like to do and when people are able to meet once in December. We would meet once in December and go over who exactly is on the board and what kinds of talents they bring to the board. Then we would know also the other two people that have come forward and said that they would like to be on the board and what talents they represent. So that then we would have a clear picture of what we might need in another person because we have three people leaving the board in October. That's one of the first things that we're supposed to do, is that.

Barbara Ireland:

So, I would hope that maybe we could put our heads together or somebody would volunteer to be on the nominating committee to replace Ellie. That would be very helpful, because then we could sit down and have a meeting on what we currently have for people on the board and what talents they have and what we might need over the next couple of years.

Mariya Hurwitz:

This is Mariya. Barb, is it you and Henry right now?

Barbara Ireland:

It's Henry and I and Jennifer.

Mariya Hurwitz:

And Jennifer, okay.

Barbara Ireland:

And Ellie is gone. And I [crosstalk 00:33:41]-

Mariya Hurwitz:

So you'd like one more member?

Barbara Ireland:

At least one more, maybe two.

Mariya Hurwitz:

I think I just out of the corner of my eye saw Jeff raise his hand.

Jeff:

Yeah. I'm happy to volunteer.

Barbara Ireland:

That would be wonderful, thank you. Because the next thing we're supposed to do is talk about a method for replacing trustees when they retire. I think the most important thing is the three things that we are charged with doing is to take stock of who we have now, so we know who we may need, and the third, that trustee that will be necessary to sit on the board. Because the other issue is, and a fairly encompassing issue, that how to use volunteers and are we going to set up a friends group. I think that takes a lot more research and a lot more work to discuss those issues, so.

Barbara Ireland:

I'll send out an email to Jeff and to Jennifer and Henry, and if you can get me anybody else that might want to do it, that would be great. Then even we can meet in December.

Mariya Hurwitz:

Barb, this is Mariya. Do you need anything from the rest of the board? Do you need anything from us or do you feel you know what everybody's strengths and experience-

Barbara Ireland:

If everybody wants to send me an email listing what they feel they bring to the board in terms, I mean, I know what many of you do for jobs, but there may be some hidden talents that I'm unaware of or some not so hidden talents that I'm unaware of. So, if everyone wants to send me an email, that'll be great. Then I would have a listing of what you feel you know according to the board.

Mariya Hurwitz:

This is Mariya. So then we can start to really see where our gaps are.

Barbara Ireland:

Yes.

Mariya Hurwitz:

Okay. Thanks, Barb. The next strat plan team, I'm sorry, is staffing, which is mine. So, we have a couple of things that are at the top of the list. One of them is evaluating the current staffing and obviously Jamie's just started this last week. This is her second week, so I will be meeting with you, Jamie, needing to meet with you in the coming weeks to really talk about staffing. Talk about the hours that the library's open and our staffing needs.

Mariya Hurwitz:

It may take a little while for you to really wrap your head around whether we have staffing that meets our needs. However, if we do feel that we need to add staff. If that's something that we want to plan for for the next fiscal year, that's something we would need to talk about putting into our proposed budget for the coming fiscal year. It's going to be hard and we'll probably maybe have to lean on Ashleigh a little bit as well too, but we'll have to make some predictions about that if we want to address it in the coming fiscal year, which I strongly recommend.

Mariya Hurwitz:

Then the other item is just making sure that we have updated current job descriptions. This is on our transition plan with you and Ashleigh, so that will be completed prior to Ashleigh's last day in the role. I think we had it incorrectly slated for the first week of November, it's really for the end of the month. So we will have updated job descriptions for all the roles then. That's my update for staffing. Laura, can I turn it over to you for technology?

Laura Jagodzinski:

Yes, you can. Laura Jagodzinski. So for current projects, those that we said were the number one priority. Several of them fell under the ARPA grant, which we've already talked about. The other two items that required focus right now, we're taking a look at. A budgeting estimate to install audio and video conferencing capability in the meeting room and also the cost to upgrade the AV in the barn. Caitlin was going to take a look at both of those, so I'm going to turn it over to Caitlin for an update.

Caitlin Mandracchia:

Sure. This is Caitlin Mandracchia. So, in the middle of last week Ashleigh sent me the design quote from, I'm blanking on the name, Structured Home Solutions, which is right across the street from the library. This is just for the updating of the equipment in the barn, which has been giving her trouble for, I think, quite a while. So this is for a new receiver, an HDMI cable, equipment cabinet with a lockable door, jack ends and miscellaneous cables and interconnects.

Caitlin Mandracchia:

So, this is a quote from, I believe, 2019, and it was just under \$3,000. It was about \$2,800. So I put in a call to them to see if they could give me an updated quote or if there's anything that they needed to come back into the library for. I spoke with who I believe was the office manager. I'm still waiting to hear back from, what was his name, Gabe. She said if we just wanted the same thing done, he might not even need to come in. She said he could review the quote and see if it needed to be adjusted. So, I'm hoping the price won't change too much.

Caitlin Mandracchia:

I was also going to add, Dee had mentioned possibly wanting to soundproof the barn more than it is now. So I was going to ask him about that, if he could add that in, and then we could decide if that's something that we wanted to do now or wait.

Caitlin Mandracchia:

Then the capabilities for the conference room for being able to video and conference call. I actually had called my husband while he was driving home from work to ask him, just because he does IT for a big company and he's in charge of the AV section, and I just was asking him if he could give me any sort of lead on any equipment that might be good. And he was actually carpooling with the guy who's in charge of AV for the company, who also lives in Sherman, and he told me that there is a, I have the name, so Cisco MX200, which is a 50-inch screen with a camera that does video calls and conferencing. It's just sitting in their company and he said that they probably would be willing to donate it to the library, which is awesome.

Caitlin Mandracchia:

And my husband, I asked him, and he said he would install it if it's compatible. So, they're going to hopefully tomorrow, my husband goes back into the office on Wednesday, but his co-worker, Mark, said he would ask if they would be willing to donate it to the library. He's also going to find out if, I guess, the only thing would be that you sometimes have to have a subscription to, I believe it's Cisco, and [inaudible 00:41:57] expensive monthly. So they were going to see about maybe a way to get around that and it's compatible with Webex, Zoom, Wirecast and a bunch of other videoconferencing systems.

Caitlin Mandracchia:

So, they'll find out more about that this week. Because that would be awesome if they could get it donated and just take that cost off. So, I'll update Laura as soon as they get back to me and hopefully that'll work out.

Laura Jagodzinski:

Thanks, Caitlin.

Mariya Hurwitz:

Go ahead, Laura.

Laura Jagodzinski:

Caitlin, if there is any help on that that I can give, just let me know. I mean, I've got some of that background, but don't ask me to figure out what it costs or what it is, right. Just have staff that did that for me.

Caitlin Mandracchia:

Yeah. So he didn't call me back this afternoon, so I'll follow up again tomorrow. Hopefully I'll catch him.

Laura Jagodzinski:

Yeah. Just text me. And Dee, you were, in terms of the conference room, it's probably under yours. You were talking about the conference table. Do you want to cover that under flexible space or do you want to cover it here? Dee, you're on mute.

Dee Ratterree:

My understanding is that you moved that. That you tabled the table for us and moved into the conference room.

Laura Jagodzinski:

Yeah. So Dee was looking at, or actually it's under the flexible space, and one of the things that they were looking at was replacing the conference table. The table that's currently in the multipurpose room for something that is easier to clean. We can wipe it down for safety, sanitary reasons.

Laura Jagodzinski:

The cost of it. One of the things that we decided was to put that off and package it up with costs to just overall improve the multipurpose room so we would package the table with the AV together.

Dee Ratterree:



Thank you.

Laura Jagodzinski:

That was it, Mariya. You're on mute.

Mariya Hurwitz:

Sorry. My dog was making noise, I apologize. Thanks a lot, Laura. So Dee, flexible space.

Dee Ratterree:

Flexible space. First of all the table went over to Laura. The first nine or 10 issues were covered by Ashleigh's ARPA grant. Yay, for us. The two big things we have left are soundproofing the barn. The thing about soundproofing the barn, as soon as you try and maintain the integrity of the barn. A way to deaden the noise between the children's section and the main section and the things I've been investigating, a white noise machine to help diffuse the noise and the baffles and things that I've looked at for the barn, I need to have an expert come in and tell us what we need. We want to maintain the integrity, but we want to also be able to hear in that barn. So, that is all tabled until, I mean, that will not be in the budget until next year. The end.

Dee Ratterree:

Oh, wait. I'm sorry. This is Dee again. The [inaudible 00:46:25] executive decision, but actually made with Ashleigh, dead in the water. It can't go all the way up, because you need to have the airflow and if it doesn't go all the up, it's not effective as a noise controller and noise bounces. So that hope is shattered.

Mariya Hurwitz:

This is Mariya. Dee, when you say the airflow, is it for COVID-related type of... Okay.

Dee Ratterree:

All of those things, yeah.

Mariya Hurwitz:

Okay.

Dee Ratterree:

You need to have airflow no matter what, COVID or not. I mean, you can't put the little kids in a room and then smother them.

Mariya Hurwitz:

Okay. Anything else for flexible space?

Dee Ratterree:

No, that's it.

Mariya Hurwitz:

Okay. Thank you, Dee. Fundraising actually, Laura, back to you. Oh, Laura, you had your hand raised. Sorry.

Laura Jagodzinski:

I forgot to lower my hand. Sorry. Fundraising. So the items all related to fundraising were all assigned to the fundraising committee. I'll just cover it because it was actually mentioned previously. So, all of the fundraising items are being handled by updating the fundraising committee charter, which Irit reported, she'll have the draft for approval in January.

Mariya Hurwitz:

Excellent. All right. Thank you. So then, this is collaboration. Engagement programming. John.

John Ehrenreich:

John Ehrenreich. Well again, most of the responsibilities of the collaboration strategic planning group got transferred to the new membership committee and were largely covered in that report. Specifically, we're talking in terms of doing a survey next summer. We are talking about, over the course of the next months before that, having some discussions with Jamie and with the child librarian about planning. Then using this as time to sort of think about what kind of things make sense and what gaps there might be and so forth. But until we get some hard data from the survey, it's going to be hard to make a terrible much by way of decisions.

John Ehrenreich:

The one thing that we didn't come up with very concretely, Mariya, this is more in response to your question before, that we're going to run about \$500 allocated for the survey.

Mariya Hurwitz:

Okay. Okay. So you'll put that in writing to Jamie, Ashleigh, and me, for budget purposes.

John Ehrenreich:

Mm-hmm (affirmative).

Mariya Hurwitz:

Okay. This is Mariya. For the meeting minutes, Laura, I think John accidentally said membership committee, but meant programming committee.

John Ehrenreich:

Yeah, programming committee. I'm sorry.

Mariya Hurwitz:

No, that's okay. I just want to make sure the minutes [crosstalk 00:49:42]-

John Ehrenreich:

I do that all the time. In my calendar, I write the same thing.

Mariya Hurwitz:

Yeah. Fine, okay. Just in case somebody reads the minutes. All right, thank you, John. Lauren, communication team.

Lauren Kenney:

This is Lauren Kenney. There are no priorities for this year, so we will meet at some point for the end of the year to come up with anything that needs to be done for next year. I don't think there's anything that will need to be put in the budget for any of the items that we were thinking of for next year either.

Mariya Hurwitz:

Yeah, I agree. I was just looking. I don't think so either. Okay. Thanks, Lauren. Okay, this is Mariya, before we just close out this section, any last, any questions, comments for anybody before we move on? All right.

Mariya Hurwitz:

Then let's go into new business, I realize, Jamie, I actually took your new business item and put it with unfinished business. So, thanks for your update on the transition. Let's go into voting for the meeting schedule. Laura, do you want to do your own proposal, or you know, vote-

Laura Jagodzinski:

I'll cover it. Laura Jagodzinski. Before I do that, can we do a follow up just to see if anybody had questions on the investment committee report or the nominating committee report? I know we asked if there were any questions on the treasurer's report, but we didn't on the other two reports. Are there any questions on Henry's investment committee report or the nominating committee report? Okay great, then I'll update the minutes to include that in the minutes, thanks.

Mariya Hurwitz:

Thank you very much, Laura. Okay. Do you want to go over your meeting schedule for '22?

Laura Jagodzinski:

Yes. Yeah. So at the last meeting we agreed on the 2022, meeting dates for the entire year and the final draft was sent out before the meeting. So, if there are no changes, I will move that we approve the calendar through unanimous consent. So, are there any changes to the draft that were sent out? [inaudible 00:52:30]. All right, so approved. Back to you, Mariya.

Mariya Hurwitz:

Thank you. Okay. So, the next item on the agenda is our voting on our policies. We have updates to code of conduct and materials selection. Did everybody have a chance to read through those policies and are there any questions? Okay. So, I'll do them one at a time. So, I'd like to make a motion that we pass the updates to the code of conduct policy. Laura, oh, Ro, is raising her hand. Go ahead, Ro. But you're on mute, Ro.

Rosemarie D'Ostilio:

This is Ro. I just wanted to clarify the code of conduct. When it said, "What are nonpublic," yeah, "What are nonpublic areas." I know that you mentioned a couple, but is that a sticking point at all and I just wanted to touch base on that one before, Ashleigh.

Ashleigh Blake:

Yes, I can speak to that. So, nonpublic areas in photography include staff areas, restrooms. They're areas that the public generally is not allowed to go into. So, we do not want photography in the restroom for privacy purposes, for [inaudible 00:54:02], obviously, not coming into the executive director's office and taking photos. Or the back of the circulation desk where you can see the computer. So those are nonpublic areas, that's what it refers to.

Rosemarie D'Ostilio:

What happens if a teenager is standing at the desk and they decide they want to start videotaping something at the circulation desk?

Ashleigh Blake:

So, if you look above, the third one down. We are now, as a reaction particularly to the First Amendment audit discussion, not allowing filming in the library unless there is permission. If a group wanted to do something, an educational thing, and they asked for permission. The executive director, and it was approved. That would be one thing. But, yes, if somebody started filming the circulation desk. Then the executive director would say, "We don't allow that in this area." And that is the policy that backs it up, in case somebody says, "But why?" And we say, "It's part of the policy. It's to protect the privacy of information."

Rosemarie D'Ostilio:

Thank you. This is Ro. Thank you.

Ashleigh Blake:

Mm-hmm (affirmative).

Mariya Hurwitz:

All right. Any other questions? This is Mariya. Any other questions on the code of conduct policy?

Jeff Matusow:

Yeah, I wanted to ask something. This is Jeff. Just out of curiosity, I believe it's in the code of conduct where there're the sections about people can object to books that the library, or materials that the library offers [crosstalk 00:55:34]-

Mariya Hurwitz:

That's in the other, that's the materials selection one.

Jeff Matusow:

Oh, I'm sorry.

Mariya Hurwitz:

No, no, no. That's okay. We're going to do that one next, so.

Jeff Matusow:

Well, I just was curious, is that, has that been an issue for the library? Have there been people objecting to materials that are held in the library and offered?

Ashleigh Blake:

This is Ashleigh Blake. I have not come across it in my time, but other libraries do experience it and there is talk from time to time about particular authors and books that come across the news and you would hear about it. So, that's one of the reasons too that we added the materials, the request for reconsideration form. So that it is very serious, if the person understands that they're asking for that. There's a process and that they have to be very organized in that and not just kind of an offhanded comment that they'd like this removed because it can be part of censorship.

Ashleigh Blake:

So, we take it very seriously and that's why that form is now part of the policy and there's a distinct order of how that happens. But no, Jeff, we haven't experienced that, but it's in kind of preparation for that. Many other libraries have this in place too, because you don't want to be caught after the fact with it. You know like somebody brings it to you when your policy doesn't reflect it. We want to be prepared so that it's given proper thought and considered before a decision like that would be made.

Jeff Matusow:

Good, because it's obviously in the news, so I-

Ashleigh Blake:

Exactly. That's one of the reasons is we update these policies every couple of years. Then we look at the time and space we're in, I mean, is there something that needs to be added to respond to that. I don't want to say react, but to acknowledge that it's existing and what our stance is on it and what we do as far as process in that event.

Mariya Hurwitz:

Let's just... Oh, Laura, go ahead.

Laura Jagodzinski:

I just want to add to Ro's question about the nonpublic areas. Ashleigh mentioned... You asked the question, "What would we do if someone were doing that?"

Laura Jagodzinski:

So, it was about a month or so ago, Ashleigh put together procedures for the staff. So, if the staff were confronted with that situation how would they respond? What would they do? What are the steps that they would take? Who would they call, what would they say, et cetera. So, we've got a policy that says this is what the policy is and then the procedures that are the tactical view of how you comply with the policy.

Ashleigh Blake:

The staff has been... I'm sorry, this is Ashleigh. The staff has been given copies of that procedure and it's also at the front desk and then the backup contact information is posted at the desk too. So, it's very clear what the procedure is in the event of that.

Mariya Hurwitz:

Thank you. Any other... We can talk about either of these policies. I'll propose them for approval, both of them together. So any other questions, comments, on either of the policies? Okay. Then I'd like to make a motion that we approve the code of conduct and the materials selection policies as updated and presented at the meeting. Can I have a... Oh, we're doing unanimous consent. So any objections? Okay. Approved. Thank you.

Mariya Hurwitz:

John, the next item on the agenda is the programming committee charter. Did you want to give any information or background on that or I can make a motion to-

John Ehrenreich:

Hmm. I don't think so. I mean, it's been circulated previously to the board and the few people who did respond to it we tried to incorporate their suggestions into the final draft. So, unless other people have other things to add now, I think we have it.

Mariya Hurwitz:

Great. So, this is Mariya. Does anybody have any questions or comments on the programming committee charter as proposed? All right. I'd like to make a motion that we approve the programming committee charter as proposed in the board meeting package.

John Ehrenreich:

Second.

Mariya Hurwitz:

Any objections? Approved. Thank you. The final item, we're there, we're there, we're at the last item, is my proposed amendments to the budget procedures and the... Of course, my papers are now all out of order. But what I did is I put in language to allow for situations in which there was an emergency, we could not wait until the next scheduled board meeting, and so I put in language to support the executive director getting approval from either the president or the treasurer. So one of the two of us, plus another executive committee member, up to the amount of \$2,500. So that we wouldn't have to call a special meeting like we experienced a couple of weeks ago.

Mariya Hurwitz:

Any comments, questions, about that proposed language amendment? Ashleigh, did you have any... Were you good with, and Jamie, from an executive director perspective. Does it support you for emergency situations?

Ashleigh Blake:

This is Ashleigh Blake. Yes. Certainly if you have a toilet broken, it's something you don't call a special meeting for, you need to urgently deal with it then. Then yes, it sounds good to be able to go through

the president and executive member to ask real time for an urgent decision on something that's pressing because not all capital projects come in a time when you want or you can anticipate, sometimes they just occur and you have to manage them. So, it sounds like we have [inaudible 01:02:19]. Jamie, do you have any input?

Jamie Cantoni:

No. I completely agree.

Mariya Hurwitz:

Okay. Great. So, thank you both. I'd like to make a motion that we approve the amendments to the budget procedures. Any objections? Oh, Laura. Laura's raising her hand.

Laura Jagodzinski:

The way you said that I thought you were going to look for a second, and I was going to second it.

Mariya Hurwitz:

Oh, I said, "Make a motion," okay. Are there any objections to approving the amendments to the budget procedures? Okay. All right, approved. Thank you all very much. That was the last item on the agenda. So my final item is to make a motion to adjourn the meeting at 7:24 PM. Laura, Ashleigh [crosstalk 01:03:06].

Laura Jagodzinski:

Sorry, before you do that I just wanted to see if there was anything else. Any other new business or comments? Okay.

Ashleigh Blake:

I'd like to add... This is Ashleigh Blake. I just wanted to say I should have mentioned this in my director's report, but I was planning to go with the rest of meeting. Since this is my last meeting as executive director, I wanted to let you know how much I appreciate you all and your work. I see your time spent and invested and it's phenomenal and it supports the library and I so appreciate all of your time. I will miss the meetings with you guys, but I will see you around town and at the library and that, but before you end the meeting, I just wanted to let you know that I truly appreciate all of your hard work. It makes a difference in our community, in our town. So, thank you.

Mariya Hurwitz:

Irit.

Irit Granger:

Yes. I meant to say this in the fundraising committee report and I forgot, Pat [Cargon 01:04:14], who as everyone knows has spearheaded the Book Sale and taken care of all the book donations during the course of the year, is no longer going to be doing that this year. So, if there's anyone that you know, members of the community, friends, supporters of the library, that you think might be willing to volunteer. It's a big job, but it's a rewarding one. I just wanted to put that out there.

Mariya Hurwitz:

Thank you. Well Ashleigh, we will miss you. Thank you for everything and as I told you before, these meetings are open to the public, so feel free to stop in anytime.

Ashleigh Blake:

That's funny.

Mariya Hurwitz:

Okay. And Laura, your hand's raised again.

Laura Jagodzinski:

Just one more thing, there's no meeting December?

Mariya Hurwitz:

So our next meeting is on January 10th. Okay. Very good. Thank you everybody. I move to adjourn the meeting at 7:27 PM.

John Ehrenreich:

Second.

Mariya Hurwitz:

Thank you. Everybody's got their hand raised. Okay. Thanks everybody. Have a wonderful evening. See you soon.