

THE SHERMAN LIBRARY

BOARD MEETING FEBRUARY 10, 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 (by phone), Lauren Kenney (Vice President), Jennifer Laviano, Dee Ratterree

ABSENT: Mariya Hurwitz (Treasurer)

EXECUTIVE SESSION (held without the Executive Director present)

MEETING CALLED TO ORDER AT 5:45 PM

REVIEW OF THIS MEETING MINUTES: Irit Granger and Dee Ratterree

APPROVAL OF PRIOR BOARD MEETING MINUTES: Elly Bockley motioned to waive reading of the January meeting minutes and approve the January meeting minutes, Dee Ratterree seconded, and all were in favor.

DIRECTOR'S REPORT: Ashleigh Blake reviewed the Director's report that was sent in advance of the meeting. Of note, Children's after school programming is increasing. The conference room use has increased, and Ashleigh recommend upgrading systems (audio and possibly video) to start renting for business meetings; Laura agreed. We received a generous gift from the Estate of Henry B. Anderson. Total circulation up from this time last year, patron visits are rising as well.

TREASURER'S REPORT: Due to the Treasurer's absence, there will be no Financial Reporting for the month of January. Because we are meeting earlier in the month, the completion of the financial reports prior to the meeting is unlikely and reporting will be one month behind. At the March meeting, Mariya Hurwitz will report on the financials for the months of January and February; in April she will report on March and so on.

SECRETARY'S REPORT: Jen Laviano has arranged for FOIA training for the Board to be delivered by Tom Hennick of the State of Connecticut and held on March 18th at 5PM at the library.

FINANCE COMMITTEE: Henry Cooperman reported that the Vanguard account as of January 31, 2020 was \$993,140 - a decrease of \$14K; however as of today the account is back to where it was at end of year. Dividends in January were \$3980.

NOMINATING COMMITTEE REPORT: nothing to report

MEMBERSHIP COMMITTEE REPORT: Ashleigh Blake reported that the current membership income is at the highest level in the past six years. The Committee met last week and recommends keeping membership fundraising on a fiscal year basis, consistent with the town's accounting, as well as considering all donors as members. There was agreement on this and additionally, to avoid confusion, clarifying that the annual contribution is based on a rolling 12 months and there is no minimum contribution for membership. The next meeting will discuss communicating value/benefits of membership, incentives and how to reach a younger population.

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UNFINISHED BUSINESS

2020 – 2021 BUDGET: Ashleigh Blake reported that adjustments were made to the budget as directed by the Board and she will present the budget to the town on Feb 26th. Ashleigh suggested Board members attend the April 1st budget hearing.

2020 GOLF TOURNAMENT: Lauren Kenney reported that the golf tournament will be held on July 13, at the Hollow Brook golf club, a private club in Cortland Manor, NY about 45 minutes from Sherman. It will include luncheon at 11, golf at 12:30, cocktail hour and dinner for \$250 per person. The club requires a minimum of 60 people. Lauren will need a few volunteers to help with check in, observe hole in one contest as well as sponsors for the event. The date of the event is the same day as the scheduled Board meeting which will be moved to July 20 and Laura will update the SLA calendar.

DUCKFEST: Ashleigh Blake has requested the school to reserve the date for June 7 and asks the Trustees for suggestions for a food truck.

LADIES SOIREE: Laura Jagodzinski provided an update on the Soiree scheduled for Friday May 22 7-9:30 and the Redux Saturday May 23 9-4. Tickets will be \$30 advance and online; \$35 at the door. This is a \$5 increase and the first increase since initiating the fundraiser in 2013. Lauren will oversee Food/Beverage, Ashleigh the Advertising/Prizes/Physical space, and Laura all aspects of retail; and we have reached out to Trustees to buddy up with each us for planning. Marie Mulvaney again volunteered to design the tickets/save the date. The design has been selected for initial release around March 1 and the donation bin set out as well. To help make this a success, we ask Trustees to:

- Sell 5 tickets - we'll have them for you at the March meeting
- Reach out to people or stores that you know for donations starting now and received by 5/11. We sold over 300 items last year and need to build up our inventory
- Promote the event and expand our reach (for example: Forward the email blast to women you know, talk up the Soiree at events you attend
- Make a sweet or savory dish
- Help on Thursday evening and Friday with set up and take down
- Share your suggestions with any of the co-chairs

TECHNOLOGY - WEBSITE, GIFTWORKS, TRAINING: Ashleigh Blake reported the Windows 10 computers are up and working well. She is still experiencing difficulty with Giftworks and the lack of adequate technical support; there is a stopgap in place, and Ashleigh is reaching out to other libraries on their donor software use and satisfaction. Ashleigh is obtaining quotes for website design and will call a meeting of the website committee in the next month. Ashleigh is working with Laura Jagodzinski investigating Phishing Awareness Training for the staff.

STRATEGIC PLAN: Karen Cardillo reported the Committee will meet on Monday February 24 at 9:30AM at the Library.

NEW BUSINESS

FUNDS REQUEST BY DIRECTOR FROM ART ACCOUNT: Ashleigh requested approval for an expenditure of \$120 for membership in the Cultural Alliance of Western CT, an arts advocacy

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organization for the Danbury region. This would allow us to have our events posted on their calendar and included in their newsletter that has a distribution to 13,000 individuals. Jen Laviano motioned to approve the appropriation of \$120 for membership, Elly Bockley seconded the motion and all approved. Irit mentioned other forums for promoting events such as happeninginthehills.com and a Sotheby's monthly insider newsletter. Ashleigh requested approval to purchase two additional lighting heads for the lighting track system in the art gallery area in order to light the outer edges of the display space; this has been requested by the art curator for some time as well as artists. Elly Bockley motioned to approve up an expenditure of up to \$970 for the 2 lighting heads, Barb Ireland seconded the motion and all approved.

CHILDREN'S CONDUCT AND ENFORCEMENT POLICY - AFTERSCHOOL: Ashleigh Blake led a discussion on a problem that the library is experiencing an influx of after school students, particularly on Fridays. The students have been disruptive to patrons and staff, not using library services, disregarding policies (eating in the library, leaving belongings throughout the building, using furniture improperly, adjusting books on shelves). She has spoken with the children and handed out the policy; resulting, however, in little behavior change. The Trustees agreed that the Board will sign a letter regarding appropriate conduct of school students at the library and Ashleigh will reach out to the Sherman School to consider an assembly and sharing the letter. It was emphasized that the letter will be sent out under the Board's auspices, not Ashleigh's. Ashleigh will also contact Officer Tate to see if he could stop by on a Friday afternoon.

REQUEST FOR DONATION TO PRO-BONO ATTORNEY: Karen Cardillo proposed making a donation to the Pro Bono Partnership, the company providing pro bono legal support to the library. Henry Cooperman motioned to donate \$250 dollars from general funds to Pro Bono Partnership and Dee Ratterree seconded the motion, all approved.

MEETING ADJOURNED: 7:50 PM.

NEXT MEETING: MARCH 16

Respectfully submitted,

Laura Jagodzinski
Board of Trustees, Secretary