

THE SHERMAN LIBRARY

BOARD MEETING MARCH 16, 2020

PRESENT: Ashleigh Blake (Executive Director), **Board of Trustees:** Elly Bockley, Karen Cardillo (President), Henry Cooperman, Ro D'Ostilio, Mariya Hurwitz (Treasurer), Barbara Ireland, Laura Jagodzinski, Lauren Kenney (Vice President), Dee Ratterree

ABSENT: Irit Granger, Jennifer Laviano

EXECUTIVE SESSION (not held)

MEETING CALLED TO ORDER AT 5:53 PM. The meeting was held via conference call due closing related to the COVID-19 virus.

REVIEW OF THIS MEETING MINUTES: Barb Ireland and Dee Ratterree

APPROVAL OF PRIOR BOARD MEETING MINUTES: Barbara Ireland motioned to waive the reading of the February meeting minutes and to approve the February 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, noting that staff is scheduled for professional development training.

TREASURER'S REPORT: Mariya Hurwitz reviewed the Treasurer's report that was sent in advance of the meeting, noting that \$22K was moved from the investment account in February and \$10K in March for operating expenses.

SECRETARY'S REPORT: Laura Jagodzinski reported that due to the COVID-19 virus the FOIA training scheduled in March is postponed, new date to be determined. The last review of the by-law changes related to FOIA was held in February with the pro bono attorney who will be sending a final draft shortly. Laura is preparing documents to facilitate a review of the by-law changes with the Board at a separately held meeting before the FOIA training to make note of FOIA questions to address at the training session. Documents will be sent 2 weeks in advance of the meeting, please familiarize yourself with the materials for an efficient meeting. These documents will also be used to explain changes to the membership for which a plan needs to be developed for membership review and approval of the by-laws.

Laura updated the Library meeting and events schedule to reflect the date change to accommodate the golf fundraising event. To allow flexibility in the agenda of the annual meeting and focus on the by-laws the listed hourly breakdown of the annual meeting was changed to indicate just a meeting start time. A final agenda will be prepared in the future. Laura motioned to approve the updated schedule as described, Elly seconded the motion and all approved.

INVESTMENT COMMITTEE: Henry Cooperman reported that the Vanguard account as of February 29 was \$934,141. The committee met in February, welcoming Jill Finch to the committee. Some shares were sold, and cash invested in short term bond fund. Dividends were \$6K and on target for the year.

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FACILITIES COMMITTEE REPORT: Ashleigh reported that she is obtaining bids for painting to present to the committee; meeting yet to be scheduled.

NOMINATING COMMITTEE REPORT: nothing to report

MEMBERSHIP COMMITTEE REPORT: Ashleigh Blake reported there is no update since the February meeting, the next meeting is yet to be scheduled.

STRATEGIC PLANNING COMMITTEE REPORT: Karen Cardillo reported that the committee agreed on revisions to the draft and suggested that Sharon Danosky, who facilitated the draft document development, meet with the Board to provide background and perspective to the new Trustees. Given the priority on dealing with the COVID-19 virus, moving the plan forward will be tabled for a short while.

FUNDRAISING COMMITTEES REPORT: Laura Jagodzinski and Ashleigh provided updates on the Soiree, Book Sale and Duckfest, noting that the Center for Disease Control and the state have imposed limitations on meetings of large groups for 8 weeks (the Soiree is in 10 weeks). Ashleigh reported that several weeks ago the Sherman school approved holding the Duckfest on June 7. Ashleigh and Laura suggested it is unlikely the events will occur as scheduled and that we not move forward with advertising or donation requests until the next meeting when more information will be available. Cancelling these events will create a significant shortfall in the fundraising budget for this fiscal year. Henry motioned to hold off on these fundraising efforts until the April Board meeting when we will decide appropriate action to take (e.g., cancel, postpone, or proceed), Dee Ratterree seconded, all were in favor.

UNFINISHED BUSINESS

2020 – 2021 BUDGET: Ashleigh Blake thanked the Trustees for their support in attending the budget meetings. She thanked our selectman for their support in agreeing to move forward with the proposed budget. Post the Board of Selectman meeting, Ashleigh addressed follow up questions from the Town Treasurer who was absent from the meeting. The next town budget review meeting is scheduled for March 26. In light of COVID-19 impacted schedules and business, Ashleigh will reach out to Don Lowe and email Trustees with an update on budget review meetings schedule and attendance.

BY-LAWS, FOIA update: See Secretary report.

TECHNOLOGY - WEBSITE, GIFTWORKS, TRAINING: Ashleigh Blake is researching the library's website replacement effort and costs and when complete will pull committee together. The Giftworks problem resolution is in a holding pattern; the last solution Giftworks presented requires Bibliomation's remote administrative support who are still consumed with Windows 10 upgrades for other libraries. Laura Jagodzinski provided Ashleigh with recommendations for phishing awareness videos and quizzes to enhance the staff's ability to detect phishing emails from legitimate ones. While the staff (excluding the pages) is working remotely, over the course of the week Ashleigh will email the staff with 2-3 videos and one quiz.

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CHILDREN'S CONDUCT AND ENFORCEMENT POLICY - AFTERSCHOOL: Ashleigh Blake reported the school suggested that she reach out to the PTO to assist in this matter. Now that schools are out for some time, Ashleigh will consider sending a letter to the PTO at the beginning of the next school year.

NEW BUSINESS

CORONA VIRUS PREPAREDNESS PLAN: Ashleigh Blake led a discussion on preparedness for the COVID-19 virus and the following actions agreed to. The library will be closed indefinitely and staff (other than pages) will work remotely and continue to be paid. Ashleigh will send an updated closing announcement to patrons. Ashleigh will continue to stay on top of best practices for cleaning collection materials, postpone purchasing books to a future date, send an e-newsletter explaining the digital resources available to patrons, obtain costs of additional digital materials for the Board's review at the next meeting, continue with messaging to the community, email the Board with costs for a deep cleaning prior to reopening, and continue to evaluate the situation and adjust actions as needed.

MEETING ADJOURNED: 7:27 PM. Dee Ratterree motioned to adjourn the meeting, Elly Bockley seconded and all approved.

NEXT MEETING: April 20

Respectfully submitted,

Laura Jagodzinski
Board of Trustees, Secretary