

**The Cyrenius H. Booth Library Minutes**  
**Board of Trustees Meeting**  
**Tuesday, April 9, 2024 7:00 p.m.**

**Present:** Elaine Corbo, Susan Kealy, Cara Reilly, David Schill, Alexa Skalandunas, Katie Smith, Don Studley, Alex Villamil, Rose Marie Zaharek

**Absent:** John Carter, Amy Dent, Elizabeth Litt, Christine McAndrew, Donald Schels, Jeff Schult, Olivia Wood

**Staff:** Jennifer Nash, Jordana Bloom, and one staff member

**Public:** Denise Kaiser, Don Lococco

The meeting was called to order at 7:00 p.m. by the President Elaine Corbo.

**Consideration of Minutes:**

*Alex made a motion to accept the minutes from the March 12, 2023 meeting, and Katie seconded the motion. All approved. Motion passed.*

**Public Participation:** Jordana Bloom spoke about DEI. She said that from a staff perspective, she praises what the director and staff do to be inclusive of all, and the board's respect of the staff's purview. She expressed a desire for more training, professional development and webinars.

Don Lococco said it is important to demonstrate DEI's importance to the community. He referenced the Newtown Board of Education's focus on DEI and accessibility. He sees a committee or liaison as an opportunity for extra vision.

**President's Announcements:** None

**Treasurer's Report:** Our financial results through March 31, 2024 continue to track favorable to our budget. We are reviewing projected expenditures through June 30, 2024 to make sure we do not exceed budget targets. Hopefully, we will end the fiscal year with a surplus of about \$40,000 due to our successful fund-raising efforts.

Don Studley has also been reviewing our cash balances to make sure we finish the fiscal year with enough cash to fund our capital and operating reserves at the levels we projected earlier in the year. It appears we will need the extra cash of \$40,000 from our fund-raising surplus to cover our operating expenses through June 30, 2024. This is the result of having about \$40,000 of non-cash surplus items.

The final step in the Town's budget process is the April 23rd budget referendum. Please be sure to vote positively on the Board of Selectmen budget. If the budget is defeated the council will be looking for ways to cut the budget and the Library could be a target.

**Library Director's Report:**

NASA's Discover Exoplanets: The Search for Alien Worlds exhibit has been a huge hit! Girl scout and homeschool groups have been utilizing the exhibit as a learning tool. Parts of the exhibit were displayed at the Newtown Community Center in March and Edmond Town Hall will

host some elements in April and May in conjunction with their space film series. A banner will be on the screen at Edmonds. Every department in the library has focused on the Space theme.

This month the library will participate in the CT Library Association Passport to CT Libraries Program. Patrons can obtain their Library Passport at the library and visit multiple participating CT libraries. Libraries will stamp their visitors' passports and give each visitor a small gift, and stamped passports can be submitted for a chance to win a \$200 gift card. A number of visitors have come to our library as part of this program.

In honor of Poetry Month, the C.H. Booth Library launched its first Poetry Walk at Fairfield Hills Campus. Many whose poems were chosen were in attendance and read their poems. It was representative of a number of age groups and was quite a moving experience. Throughout April, visitors can enjoy a self-guided tour of the Fairfield Hills landscape, embellished with an array of poems displayed on signs. This immersive experience invites reflection and connection with nature, as well as the written word, providing a perfect backdrop to the verses that have been selected to resonate with a diverse audience. The Poetry Walk is funded by a special grant from the Friends of the C.H. Booth Library.

The library handed out 500 pairs of solar eclipse glasses to the public for the event.

### **Committee Reports:**

**Governance** – The Governance Committee did not meet this month.

**Development** – The committee discussed the Mary Hawley fundraiser, centered around her birthday which is in August. The tentative date is September 28, 2024. Turkey Trot plans and a number of smaller fundraising events were also discussed. A Space Trivia night is scheduled for May 17, 2024.

**Finance** – The Finance Committee did not meet this month.

**Building and Grounds** – The HVAC project is stalled, there was only one bid and much higher than expected. Dave will meet with the bidder to review. The committee is getting feedback from non-bidders also. It will not make the April referendum; the next opportunity is in November. We have final quotes and are moving forward on several of the fund balance projects including the children's storyroom furniture and circulation desk, stairwell flooring, and new AV equipment. Contracts are being signed for third floor offices. We're obtaining one additional quote for the flat roof repair. Signage is coming in under budget.

**Art and Historical** – The committee met with the Historical Society Members and discussed ways to partner and work together. Ben Cruson provided a spreadsheet clarifying where we stand in the STEPs process and what is needed to reach the next level. Katie will ask Amy, Cara and Don for questions and edits on the Museum Guidelines and Ethics; then the committee will approve and present it to the board for approval.

**Friends of the Library Liaison** – The Friends Board reviewed 6 Vision Project applications. One project, an annual public performance site licensing, was accepted. Three of the proposals failed to meet the requirements as put forth in the guidelines. The board approved funding up to \$8,000 for a book repair machine, a disc cleaner and an emergency preparedness plan (including an AED); the funds will be dispersed at the request of the library director. The other two applications were rejected.

**DEI Committee:** The DEI Committee discussed creating a DEI liaison position on the Library Board.

**Executive Committee-** The Executive Committee did not meet this month.

**Old Business:** None

**Unfinished Business:**

*Don Studley moved to approve the amendment to the By-laws as approved by the Governance Committee. Susan seconded. All approved.*

*Katie moved that a DEI report (including programs, training and initiatives) become part of the Director's permanent monthly report. Seconded by Alexa. Motion passed. Alex voted against.*

**New Business:**

*Don Studley moved to approve requesting the next installment of the grant from the Friends. Dave seconded. All approved. Motion passed.*

*A motion was made to adjourn the meeting by Cara and seconded by Rose Marie. All approved. Motion passed.*

Meeting adjourned at 7:47 p.m.

Respectfully submitted,  
Susan Kealy, Trustee  
C.H. Booth Library Board of Trustees

**THESE MINUTES ARE SUBJECT TO APPROVAL BY THE C. H. BOOTH LIBRARY BOARD OF TRUSTEES AT THE NEXT MEETING**

Revision to section 5.8 of the ByLaws to conform with the duties set forth in the revised Financial Procedures Manual and to effect modifications suggested by the Treasurer,  
Treasurer:

The duties and responsibilities of the treasurer shall be:

- a. To serve as a member of the Executive Committee.
- b. To be the custodian of all moneys and funds belonging to the Library.
- c. To review the library staff's accounting of receipts, deposits, disbursements and investments monthly, and supervise the preparation of reports to the board of trustees.
- d. To present a written financial report on a current basis to the Board of Trustees at all regular monthly meetings and at the Annual Meeting.
- e. To coordinate the preparation of the annual budget with the library director and finance committee and liaise with town officials as required.
- f. To serve as President if the President, Vice President and Secretary – for whatever reason – are all not available.g. To perform such other actions and activities that are consistent with the title and position of Treasurer of the Board of Trustees.