

## **The Cyrenius H. Booth Library Minutes**

### **Board of Trustees Virtual Meeting**

**Tuesday, April 13, 2021 7:00 p.m.**

**Present:** Greg Branecky, Amy Dent, Beth Hamilton, Elizabeth Litt, Tom Long, Doug Lord, Anne Rothstein, Rose Marie Zaharek, Michelle Brown, Laura Goldstein, David Schill, Dana Flynn, Nicole Moeller, Alex Villamil, Katie Smith

**Absent:** Donna Rahtelli, Elaine Corbo,

**Guests:** Denise Kaiser, Amy Schumann, Kaki Taylor, Jennifer Nash

The meeting was called to order at 7:01 p.m. by Amy Dent

#### **Consideration of Minutes:**

*Michelle made a motion to accept the minutes from the March 2021 meeting, and Betsy seconded the motion. All approved. Motion passed.*

**Public Participation:** None

**President's Announcements:** Amy asked the Board to consider who might be interested in the positions of either President or Secretary, beginning in July. Beth would like to transition out of the secretary role, and Amy has previously indicated that this would be her last year as President. Anyone interested in either position should contact Laura Goldstein, Chair of the Governance Committee.

**Treasurer's Report:** Greg Branecky reviewed the monthly financial statement. Overall, last month ended in a favorable manner. Maintenance and building repairs continue to exceed budgeted expectations. 91% of the second installment of the annual Friends Grant has been dispersed. Tom clarified that although the net income is favorable, it is not as favorable as it was at this point last year. Amy asked Greg and Doug if they believed that the library would be able to manage within its budget until the end of the year. Both agreed that no modifications to the budget were needed.

**Library Director's Report:** Doug introduced the new Assistant Director, Jennifer Nash, and noted the positive impact she has already had at the library in a very short time. Board members introduced themselves and welcomed Jennifer. The 2021-22 budget request was reconfigured by the Selectman with a decrease of 1%. Doug acknowledged that this could become a challenge if decreases continue in future years. Staff continue to monitor adherence to the mask mandate in the library building and encounter some resistance. Tom asked about liability issues connected with the Words on Wheels Program which involves staff delivering books to patrons in their homes. Doug explained that the library insurance policy does not have a rider to cover this service and, for now, those delivering books must be covered under their personal policies. Amy

encouraged additional research into the liability and insurance implications for this service.

### **Committee Reports:**

**Governance** – No report

**Development** – Tom noted that planning continues for the Thanksgiving Turkey Trot.

**Finance** – See Treasurer's Report

**Long-Range Planning** –Michelle reported that a patron survey would be discussed under New Business.

**Building and Grounds** – David reported that he continues to seek approvals and quotes for the parking lot work. The next step on the roof project involves a meeting with the Borough Historical Committee. David has received one quote for an inspection and assessment of the HVAC system and will be seeking additional quotes. As far as anyone knows, a comprehensive assessment and inspection of the HVAC system has never been completed. This will be a costly project that would likely be financed by CIP funding. Amy suggests that David connect with the town building committee which manages all major projects in town. In addition to these major projects, there are a few windows in need of replacement and repairs to a stairway.

**Art and Historical** – No report

**Friends of the Library Liaison** – Anne reported that the March Pop-Up Sale in the library raised \$2,258.00. Planning is moving forward for the Annual Book Sale in July with consideration for social distancing and contactless payment options. A member of the Friends is on the Newtown Non-Profit Council. This is an opportunity to share information and collaborate with other town non-profits.

**Diversity, Equity, and Inclusion:** Although Dana had no report, Amy clarified that this committee is an Ad Hoc Committee and may complete its work by September. Betsy commended Doug and the library staff for the programming relating to DEI issues. She also invited Board members to join the Social Justice Roundtable which meets weekly.

**Old Business:** None

**Unfinished Business:** None

### **New Business:**

Doug requested that Jennifer Nash, Assistant Director, be added as a signatory on all library accounts.

*Anne made a motion to add Jennifer Nash, Assistant Director, as an authorized signer on all accounts held by the library. Rose Marie seconded the motion. All approved. Motion passed.*

The Board traditionally hosts a Staff Appreciation Dinner in June. This event was cancelled last year due to the pandemic. There was a discussion about different possibilities for this year, recognizing the dual purposes of the event: staff appreciation and building relationships between Board and staff. A decision was made to postpone the event and, at the June meeting, discuss the possibility of a fall event.

Michelle explained that the Long-Range Planning Committee would like to survey patrons. The results will be used to inform a series of focus groups. A subcommittee created a survey which was shared with the Board. Michelle asked that Board members provide any suggestions or feedback about the survey to Anne by Wednesday, April 21<sup>st</sup>. Doug will share the survey with the library staff and request feedback from them, as well.

*Beth made a motion to empower the Long-Range Planning Committee to finalize, considering Board and staff input, and then execute a patron survey. Laura seconded the motion. All approved Motion passed.*

*Greg made a motion to request the third and final installment of the annual grant from the Friends. Michelle seconded the motion. All approved. Motion passed.*

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

Meeting adjourned at 8:16p.m.

Respectfully submitted,

Beth Hamilton, Secretary

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***