

The Cyrenius H. Booth Library Minutes

Board of Trustees Virtual Meeting

Tuesday, May 11, 2021 7:00 p.m.

Present: Greg Branecky, Amy Dent, Beth Hamilton, Elizabeth Litt, Doug Lord, Anne Rothstein, Rose Marie Zaharek, Michelle Brown, Laura Goldstein, Dana Flynn, Nicole Moeller, Alex Villamil, Katie Smith, Donna Rahtelli, Elaine Corbo

Absent: Tom Long, David Schill

Guests: Denise Kaiser, Kaki Taylor, Jennifer Nash

The meeting was called to order at 7:05 p.m. by Donna Rahtelli, Vice-President

Consideration of Minutes:

Elaine made a motion to accept the minutes from the April 2021 meeting, and Amy seconded the motion. All approved. Motion passed.

Public Participation: None

President's Announcements: Amy announced that the library PPP loan has been forgiven. She also announced that all donors in named categories have been contacted and thanked for their support of the library. Each donor was asked how he/she would like to be recognized on the plaques located in the main hallway. Donors appreciated this outreach.

Treasurer's Report: Greg Branecky reviewed the monthly financial statement. Overall, this month ended in a favorable manner. Maintenance and building repairs continue to exceed budgeted expectations. The third installment of the annual grant from the Friends has been received.

Library Director's Report: Library staff are working hard to maintain the physical plant, sometimes discovering areas hidden to sight that are in need of attention. The addition of a strong assistant director is a very much-needed improvement for the library, and we are adjusting to this successfully. Adult Programmer, Lucy Handley, has taken an open position at a neighboring library.

Statistically the library is doing well with checkouts at 15.5% off 2019 figures and 20% off 2018. Digital circulation is going exceedingly well with figures of +44% over 2019 and +114% over 2018.

Committee Reports:

Governance – Laura reported that the Governance Committee is preparing a slate of officers for the next year. The slate of officers will be presented at the June meeting.

Development – Donna reported that the Development Committee is ready to move forward with plans for a Farm-to-Table dinner at Castle Hill Farm sometime in early September. The scavenger hunt will be scheduled in either October or January. The outreach to the schools to support the brick fundraiser has resulted in 38 new brick orders so far. Katie reported on plans for the Turkey Trot. Newtown Savings Bank will be the title sponsor for the event. Registration should begin by early June.

Finance – See Treasurer's Report

Long-Range Planning – Michelle reminded the Board that the Long-Range Planning Committee is planning to survey patrons. The proposed survey was shared with the Board last month. The results will be used to inform a series of focus groups. Michelle asked for thoughts on how to best distribute the survey, and many Board members offered to help with the distribution. The survey will be sent electronically to all library contacts, distributed through the Newtown Bee, and available in hard copy or via a QR Code at local gathering spots in town. The hope is to launch the survey on June 1st and close out the results by mid-June.

Building and Grounds – No report

Art and Historical – Elaine reported that there has been positive feedback about the new art and museum displays. The library is planning more regular newsletters about these displays. Elaine and Amy Schumann are talking about offering tours for Board members interested in some of the art and historical collections.

Friends of the Library Liaison – Anne reported that Jennifer Nash will be the library staff liaison with the Friends. The Friends are reviewing and revising the Vision Project guidelines for more clarity. Plans continue for the Annual July Book Sale. More strong volunteers are needed to move boxes of books for the book sale. There will be expanded options for contactless payment this year as well as a special Friday Preview Sale Day.

Diversity, Equity, and Inclusion: The next meeting is scheduled for May 19th.

Old Business: None

Unfinished Business: Amy asked Doug if there were any plans to adjust library operations as a result of the new State guidelines in effect on May 19th. Doug reported that the library has not set a date to resume in person programming and is proceeding very cautiously.

New Business:

A patron has offered to donate some stock to the library and a brokerage account is needed to accept the transfer

Beth made a motion to empower and authorize Amelia Dent, Board President, to execute a contract with Infinex Investments on behalf of the C. H. Booth Library. Greg seconded the motion. All approved. Motion passed.

Doug would like to apply for a state grant to purchase a generator.

Beth made a motion to authorize library administration to pursue applying for a state grant for public library construction for the purpose of obtaining an emergency generator that the library will use to offer community services such as telecommunications and charging of devices. Michelle seconded the motion. All approved. Motion passed.

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

Meeting adjourned at 7:59 p.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***