

The Cyrenius H. Booth Library Minutes

Board of Trustees Virtual Meeting

Tuesday, June 8, 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, Nicole Moeller, Katie Smith, Donna Rahtelli, Elaine Corbo, Tom Long,

Absent: Alex Villamil, Dana Flynn, David Schill

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

The meeting was called to order at 7:02 p.m. by Amy Dent, President

Consideration of Minutes:

Betsy made a motion to accept the minutes from the May 2021 meeting, and Greg seconded the motion. All approved. Motion passed.

Public Participation: Denise shared the following announcement from the Friends:

The Friends 2021 book sale promises to be the biggest one yet. There is an all-new schedule this year which begins on Friday the 9th, with a preview afternoon limited to attendance of 200 with an admission cost of \$40. The Friends think this will appeal to dealers and draw many of them away from the always-busy Saturday of the sale. Due to the earlier start, Sunday will be half-price day; Monday will be \$5.00 per bag; and all leftovers are available for free until 1 p.m. on Tuesday, July 13, when we close the book sale. We will also be starting at 10 each morning, Saturday to Tuesday. Library board members have always been part of the volunteer crew, and the Friends appreciate your support in what is by far our most profitable fundraiser. I will be sending out an email with more details as well as a \$2.00-off coupon for those of you who might come shopping on Saturday. Information can also be found at boothbooksale.org. I look forward to hearing from you; it's something you have to experience to believe.

Denise also thanked the Board for hosting the dinner for the volunteers on Saturday evening of the Book Fair.

President's Announcements: No announcements.

Treasurer's Report: Greg Branecky reviewed the monthly financial statement. Overall, this month ended in a favorable manner, approximately the same as last month. Maintenance and building repairs continue to exceed budgeted expectations. Personnel expenses were under budget given that the library was not fully staffed for the first half of the year. 90% of the annual grant from the Friends has been spent.

Library Director's Report: Doug noted that it was not until June 1, 2021, that all state libraries reopened. A cautious attitude has worked for the Newtown library in terms of having zero Covid infections among staff though precautions were taken when people were suspected of having been exposed. The facility is beginning to open for a few small, sparsely attended meetings and programs. Masking continues to be an area of concern as the agency serves all ages.

Donna asked if tutoring would be allowed inside the library during the summer. Doug responded that no final decision has been made but he is optimistic.

Amy expressed concern about library staff delivering books to patrons in their own cars while there is still uncertainty about the liability issues. She suggested volunteers might take on this role.

Committee Reports:

Governance – Laura reported that the Governance Committee has prepared a slate of officers for the 2021-22 year.

President – Michelle Brown

Vice-President – Donna Rahtelli

Secretary – Elizabeth Litt

Treasurer – Greg Branecky

Amy has agreed to continue as Interim President until Michelle completes her responsibilities as Chair of the Long-Range Planning Committee.

The Board will vote on the slate of officers at the July annual meeting.

Development – Donna reported that the committee continues to discuss the possibility of a Farm-to-Table fundraiser in September. The Scavenger Hunt fundraiser will be scheduled in the winter. For this fiscal year, 38 bricks have been purchased.

The Turkey Trot registration site is now live. Newtown Savings Bank is the presenting sponsor for this key library fundraiser. All the paperwork for state approval has been submitted and approved.

Finance – Greg announced that the auditors would be conducting the annual audit in August. Amy added that all the paperwork from the library has been completed to set up a brokerage account as discussed at the May meeting.

Long-Range Planning – Michelle announced that the survey of patrons was launched on June 1st. Posters with the QR code and survey booklets will be available later this week for Board members to distribute to designated locations around town. The survey will also be sent electronically to the Edmond Town Hall patron list and the town school system.

Building and Grounds – Doug reported that plans continue for three major projects: HVAC, parking lot, and roof repair. At this point, it looks like it will be possible to replace the entire roof. David and Doug are meeting next week to create a scope of work for the smaller projects so that they can go out to bid.

Art and Historical – Amy Schumann noted that the library is looking into improving its status as an official museum through the program STEPS (Standards and Excellence Program for History Organizations) via the American Association for State and Local History. The good news is that it is not an expensive process; it just can be a long process.

Friends of the Library Liaison – Anne reported that the Friends have approved an annual grant of \$105,000 for the 2021-22 year. The Friends have also approved \$15,000 for Vision Projects. Book Fair news was shared during the public participation.

Diversity, Equity, and Inclusion: No formal report. Betsy commented that the most recent Community Conversation was very positive and well received by the community.

Old Business: None

Unfinished Business: None

New Business: Doug requested approval to rollover five vacation days into the next fiscal year.

Laura moved to allow Doug Lord, Director, to rollover five vacation days to the 2021-22 fiscal year. Betsy seconded the motion. All approved. Motion passed.

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

Meeting adjourned at 7:51 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*