

The Cyrenius H. Booth Library Minutes

Board of Trustees Virtual Meeting

Tuesday September 14 , 2021 7:00 p.m.

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

Absent: Elaine Corbo, Amy Dent, Alex Villamil

Guests: Denise Kaiser, Kaki Taylor, Jennifer Nash, Katherine Sassanoff, Darcy Sowers, Shari Merrill, Amy Schumann

The meeting was called to order at 7:03 p.m. by Donna Rahtelli

Consideration of Minutes:

David Schill made a motion to accept the minutes from the July 2021 meeting, and Rose Marie Zaharek seconded the motion. All approved. Motion passed.

Public Participation: None

President's Announcements: None

Treasurer's Report:

Greg Branecky reviewed the monthly financial statement. Revenue is over budget because of \$30k of new grants. Expenses are under budget from staff changes and the timing of invoices. Overall, Net income of \$33k.

Library Director's Report:

Mr. Lord presented written reports for the library's activity over the months of July and August which noted two grants for outreach projects and the departure and replacement of two full-time staff. He noted that the opportunity for the Evergreen ILS to automatically renew eligible library materials for patrons has led to an uptick in circulation, a welcome development for the library's statistics. Initial figures indicate that renewals have increased by almost 75%. The library's 2021-2022 annual appeal is at the printer and ready to go.

Committee Reports:

Governance –

Laura Goldstein reported that the Governance Committee did not meet.

Development –

Donna Rahtelli discussed a new potential fundraiser in addition to the Turkey Trot. Tom Long reported Turkey Trot registration is open, advance registration only. Katie Smith is following up on sponsorships. Donna asked for Board members to sign up to help on the day of the Trot, and will ask for volunteers from the community as well.

Finance –

See Treasurer's Report

Long-Range Planning –

Michelle Brown reported that the Long Range Planning Committee did not meet.

Building and Grounds –

David Schill reported that parking lot improvements & cut-through scheduled in CIP for 2023/24. Inspection and analysis of HVAC system is near completion, looking at options to include Geo-Thermal. Roof repair is to be completed in 2021, pending Town Historical District approval. May be able to combine with another Town project, for improved pricing and scheduling. Identifying contractors for vestibule/new entryway; work will need to be coordinated with new ADA sidewalk for side entrance.

Art and Historical –

Laura Goldstein reported that accreditation process through STEPS is on hold awaiting new hire. Created gallery space in the former Hawley Dining Room. Continuing to clean out non-historical items, enhance signage, and rotate exhibits. Committee will meet every other month.

Friends of the Library Liaison –

The 2021 book sale grossed just under \$117,000 and netted just under \$93,000. Friends will reimburse the library for rental of PODS and will release to the library the first installment of \$46,022 from the Friends 2021-2022 annual grant.

Diversity, Equity, and Inclusion-

Dana Flynn reported that the DEI committee did not meet.

Old Business:

1. Staff appreciation event scheduled for October 1 will be postponed due to Covid.
2. Discussed whether DEI Committee should be made a permanent committee, which would require a change to the bylaws; continue to meet as an ad hoc committee; or be disbanded, as initial charge has been fulfilled. Discussed having DEI representation in every other Board committee, and having commitment to DEI in the revised strategic plan. Will discuss at next DEI Committee meeting,

Unfinished Business: None.

New Business:

1. Discussion and possible vote on CIP items tabled until the next meeting.
2. Discussed memorial gift in memory of the spouse of a long time library employee. Board members can write personal checks to be compiled into a donation from the Board.

A motion was made to adjourn the meeting by Tom Long and seconded by Greg Branecky. All approved. Motion passed.

Meeting adjourned at 8:20 p.m.

Respectfully submitted,

Betsy Litt, 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