

**The Cyrenius H. Booth Library Minutes**  
**Board of Trustees Meeting**  
**Tuesday, December 14, 2021 7:00 p.m.**

**Present:** Greg Branecky, Michelle Brown, Elaine Corbo, Amy Dent, Laura Goldstein, Beth Hamilton, Elizabeth Litt, Nicole Moeller, Anne Rothstein, David Schill, Katie Smith, Rose Marie Zaharek

**Absent:** Dana Flynn, Donna Rahtelli, Alex Villamil

**Staff:** Doug Lord, Jennifer Nash, Kaki Taylor

**Public:** Denise Kaiser

The meeting was called to order at 7:03 p.m. by the President Michelle Brown.

**Consideration of Minutes:** *David made a motion to accept the minutes from the November 2021 meeting, and Greg seconded the motion. All approved. Motion passed.*

**Public Participation:** None

**President's Announcements:** Michelle discussed a memorial donation. Board members can write personal checks to be compiled into a donation from the Board. Michelle discussed the process for Mr. Lord's performance evaluation.

**Treasurer's Report:** Greg reviewed the monthly financial statement. Revenue is up because of the Annual Fund Drive and the Turkey Trot. Expenses are under budget because of the timing of Payroll and Turkey Trot expenses. Overall, there is a net income of \$120k.  
*Greg moved to request the second installment of the Friends' donation to the library. Beth seconded. All approved. Motion passed.*

**Library Director's Report:** Prior to the meeting, Mr. Lord distributed a written report with details of operational and facility matters. Of particular note, Mr. Lord praised the library's cataloger, who has been steadily increasing productivity over the prior year; the numbers of online programs to which the library linked, for patrons who run or are interested in small business; the number of art displays; and the record-setting attendance for adult programs. Also, certain circulation statistics have begun to show normalization after 20 months of upended trends.

**Committee Reports:**

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

**Development** – Katie thanked everyone who helped with the Turkey Trot. Doug reported that the Turkey Trot may surpass its fundraising goal.

**Finance** – See Treasurer’s Report

**Long-Range Planning** – The consultant has held focus groups to interview the staff, the Friends, and members of the Board of Trustees. He will now interview community members. After these interviews he will meet with Anne and Doug Lord before submitting his report.

**Building and Grounds** – David reported on price quotes for shutter replacement, and gave updates on the roof project. Discussed the meeting with the Legislative Council tomorrow.

**Art and Historical** – The Art and Historical Committee did not meet this month; they will meet every other month next year.

**Friends of the Library Liaison** –Friends and volunteers have been invited to participate in a strategic focus group. Six Vision Project requests have been received; four have been funded, two were tabled pending further information. The Friends’ nominating committee is conducting a search for a new president. The Holiday Book and Gift Boutique on the second floor of the library will be open until 1/8/22. The Friends have been donating DEI books for all ages for the Little Free Library in Treadwell Park.

**Diversity, Equity, and Inclusion-** The DEI Committee did not meet this month.

**Old Business:** none.

**Unfinished Business:**

*Anne moved to reopen the discussion of the 2022-23 budget, which was tabled at the November 9 meeting. Greg seconded. All approved. Motion passed.*

*Rose Marie moved to adopt the 2022-23 budget. Amy seconded. All approved. Motion passed.*

**New Business:** none.

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

Meeting adjourned at 8:30 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**