

**The Cyrenius H. Booth Library Minutes**  
**Board of Trustees Virtual Meeting**  
**Tuesday June 9, 2020**

**Present:** Greg Branecky, Michelle Brown, Thomas D'Agostino, Amy Dent, Dana Flynn, Laura Goldstein, Beth Hamilton, Elizabeth Litt, Tom Long, Doug Lord, Daniel Patti, Donna Rahtelli, Anne Rothstein, David Schill, Rose Marie Zaharek

**Absent:** Elaine Corbo

**Guests:** Denise Kaiser, Nora Reilly, Amy Schumann, Kaki Taylor, Michael Petitti

The meeting was called to order at 7:04 by Amy Dent

**Consideration of Minutes:**

*Beth Hamilton made a motion to accept the minutes from the March 2020 meeting and Greg Branecky seconded the motion. All approved. Motion passed.*

**Public Participation:** None

**President's Announcements:** Amy Dent welcomed new members to the Board and asked Board members to introduce themselves. She informed the Board that Greg, as treasurer, successfully filed for PPP funding, and the library has been approved for a loan of \$172,000 to be used over the next 24 weeks. Greg will also be applying for loan forgiveness. Amy thanked the Friends for agreeing to provide the same level of funding for the next fiscal year, despite the cancellation of the summer book sale.

**Treasurer's Report:** Greg Branecky reviewed the monthly financial statement. Overall, both income and expenses are down due to the closure of the library facility. Funds from the annual grant from the Friends have been dispersed.

**Library Director's Report:**

Doug reported that the library's social media presence continues to increase during the time of closure and digital circulation saw a huge increase. The Children's Department has been able to provide virtual programming for many grateful attendees.

Doug reported on plans for reopening the library building, following state guidelines. The library is currently in Stage 4 of a 7 stage reopening plan. Doug clarified that he is acting as the Program Administrator, has completed the self-certification on the DECD website and obtained a Reopen CT badge. A question was raised about the

requirements around wearing face masks. Patrons will be encouraged to wear masks once the facility reopens but if a patron claims a health issue prevents them from wearing a mask, library staff will not press the issue.

Hours for outside book return and curbside pick-up will be increasing next week. The Book Drops are not being used; returned books are going into a pod for 72 hours of quarantine before being moved into the building for cleaning.

### **Committee Reports:**

**Development** - Donna reported that due to the pandemic, the development committee will not be able to move forward with plans for a large fundraiser in the fall. The committee is looking for fundraising ideas that will be feasible during the ongoing pandemic. Board members raised a number of ideas for the Development Committee to explore: trivia events, virtual block parties, a children's event, adopt-a-book, adopt-a-month of digital programming, and outdoor movies on the patio.

All curbside pick-up bags now contain new promotional material about the brick fundraiser. The general sense is that the brick campaign is still not well known in the community yet has a high return on investment.

It was suggested that townspeople should be made more aware of how the library is funded and the importance of fundraising events. The Committee will explore how to best share this information.

Amy reminded Board members that they are expected to support and contribute to library fundraising events.

**Finance** - See the Treasurer's Report

**Long Range Planning** - Michelle reported that the work of the Long Range Planning Committee has been on hold during the pandemic but should resume next week. The Committee will continue to review the 2016 Plan and consider how to build on the goals set forth in that plan.

**Building and Grounds** - Tom D'Agostino reported that a number of facility projects were completed while the library was closed. The Eversource energy efficiency project concluded in mid-May. New carpet was installed in the lower hallway and the ceilings in the meeting room and the lower level bathrooms were replaced. Over the next two weeks, millwork will be completed in the Gathering Room and the Children's Room, and the lower level bathrooms will be completed. There was a question about moving to touchless fixtures in the restrooms, and Tom assured the group that this was already

planned. Amy asked about the roof. One quote has already been submitted and two additional quotes are being sought.

**Art and Historical** - Amy Schumann reported that the closing of the library during the pandemic has highlighted the benefit of digitizing and photographing the library's museum and archival collections so that they are always available electronically to patrons. Amy continues to work on this project. She is also working on a TAP-2 (Traveling Archivist) grant.

**Friends of the Library Liaison** - Denise Kaiser reported that once the library facility closed, the operations of the Friends went on hiatus and no donations have been accepted since March 15th. The Friends cancelled their April Donation Day and the July Book Sale. The Friends approved the third and final portion of the 2019-20 grant to the library. They also agreed to fully fund the grant to the library for the 2020-21 year, \$105,000, as well as \$15,000 for Vision Projects. There was appreciation expressed by Board members for this generous commitment to the library. Denise noted that the Friends are creating their own practices and protocols for resuming volunteer operations in line with state guidelines to be implemented in partnership with the library.

**Governance** - Laura reported that there was a joint meeting of the Governance and Finance Committees to review a new Investment Policy. The policy has gone back to the Finance Committee for further review and revision.

Laura presented the slate of officers for the 2020-21 year as follows:

President	Amy Dent
Vice-President	Donna Rahtelli
Secretary	Beth Hamilton
Treasurer	Greg Branecky

This slate of officers will be voted on at the Annual Meeting scheduled for July 14, 2020. Amy Dent has indicated that this will be her final year as Board President.

**Old Business:** none

**Unfinished Business:** none

**New Business:** The new investment policy is still being reviewed by the Finance Committee and discussion has been postponed until the next Board meeting.

*A motion was made to adjourn the meeting by Donna Rahtelli and seconded by Michelle Brown. All approved. Motion passed.*

Meeting adjourned at 8:32 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.*