

The Cyrenius H. Booth Library Minutes
Board of Trustees Meeting
Tuesday, March 12, 2024 7:00 p.m.

Present: John Carter, Elaine Corbo, Amy Dent, Susan Kealy, Elizabeth Litt, Christine McAndrew, Cara Reilly, Donald Schels, David Schill, Jeff Schult, Alexa Skalandunas, Katie Smith, Don Studley, Alex Villamil, Rose Marie Zaharek

Absent: none

Staff: Jordana Bloom

Public: Dick Anthony, Nora Reilly, Olivia Wood

The meeting was called to order at 7:00 p.m. by the President Elaine Corbo.

Consideration of Minutes:

Rose Marie moved, and Amy seconded, that the minutes from the last meeting be amended to reflect that Meg Savarese attended the February Board meeting.

Amy moved to accept the amended minutes from the February 21, 2023 meeting. Cara seconded the motion. All approved. Motion passed.

Public Participation: None

President's Announcements: Elaine asked all trustees to RSVP to the March 22 NASA kickoff for staff and trustees, which begins at 6pm for trustees and their guest.

The library will be renewing our membership to the Association of CT Library Boards, which will provide virtual training for trustees.

Treasurer's Report: Our financial results through February 29, 2024 continue to track favorable to our budget. Hopefully, we will end the fiscal year with a surplus of about \$40,000 due to our successful fund-raising efforts. We have completed our 24/25 budget presentations to the Board of Selectman, Board of Finance and Legislative Council and they appear to have been well received. The next hurdle will be the budget referendum. If the budget goes down to defeat the council will be looking for ways to cut the budget and we will need to be vigilant in protecting the Library budget.

Library Director's Report: The NASA Discover Exoplanets elements have been delivered and installation is almost complete. The 700 square foot multi-faced exhibit is comprised of eleven separate units with banners, touchscreens, kiosks, webcams, tabletop touchscreens, and benches. Additionally, a kiosk, banner, touch screen, and bench unit are on display at the Newtown Community Center for the month of March.

AtoZ World Travel is a comprehensive travel resource containing 202 world city travel guides and covering 75 topics for each world city. Topics include travel essentials, security, neighborhoods, excursions, points of interest, transportation tips, exchange rates, weather, food and restaurants, culture, nightlife, language, maps, and more. This resource is free with a C.H. Booth Library card.

Young adults from the Newtown Community Partnership Transition Program (NCP) in collaboration with Better Day Café located at the Newtown Community Center will be visiting the C.H. Booth Library every Tuesday from 9:30 am-11:00 am selling baked goods and coffee. The cart is located on the first floor across from the Meeting Room. Suggestions for additional baked goods and/or food items are always welcomed in order to improve your carting experience! They are looking forward to serving you!

In February 13,925 items were checked out from the library, 3,975 were downloaded, and 74 new library cards were registered. The Children's Department hosted 47 programs with 1,143 children and their families in attendance, 173 teens attended 24 programs, and 55 programs were offered for adults with an attendance of 307. Outside groups reserved library space for gatherings 19 times.

Our first beginner American Mah Jong class was a great success. Open play sessions are currently being offered on Thursday afternoons. We will likely run another learn to play class soon.

Committee Reports:

Governance – The committee finalized revisions to the Financial Procedures Manual and By Laws to ensure they are in alignment. The committee agreed that the board Secretary should prepare and maintain the official version of these documents and verify that the online version is the same. The committee recommended Olivia Wood for the trustee position vacated by Peter Kirlin's resignation.

Development – The Development Committee further discussed the August 2024 fundraiser in celebration of Mary Hawley's birthday, reviewed other fundraising efforts and began discussing revising the sponsorship levels for the Turkey Trot.

Finance – The Finance Committee did not meet this month.

Building and Grounds – The initial HVAC bid had no response due to insufficient time. A new RFP was issued, with submissions due 3/26, to allow final determination before 4/3 to allow town board approval and inclusion on the 4/23 ballot referendum.

The committee is working with Red Thread and prioritizing the circulation desk and story room for the children's area. The Breakroom kitchen project is on hold. The committee is exploring the possibility of repurposing the cabinets in the Gathering Room for the Meeting Room kitchen to save costs. They will move forward with replacing the ceiling tiles for the stairwell and children's story room using AP Malin. The resurfacing of the stairwell stairs will be awarded to Red Baron. Other projects are moving forward.

Art and Historical – The Art and Historical Committee did not meet this month.

Friends of the Library Liaison – Rose Marie is the Library Board representative on the Friends Vision 2.0 Grant Committee. The committee met and reviewed six Grant applications, which will be presented to the Friends Board at their next (3/21) meeting.

DEI: The DEI Committee did not meet this month.

Executive Committee- The Executive Committee did not meet this month.

Old Business: None

Unfinished Business:

Discussed proposed purposes and actions for the DEI Committee. JC called for action on the previous motion from the February meeting:

Cara moved to dissolve the DEI Committee and continue to let professional library staff carry out DEI through library programs and materials. Amy seconded.

Amy, Alexa, Don Studley, Susan, Katie, Christine, David, Elaine and Cara approved. Alex, Jeff, Don Schels, JC, Rose Marie and Betsy voted nay. Motion passed.

Amy moved that we reconsider maintaining the DEI Committee for the purpose of determining its specific role in a manner that the entire Board can accept. David seconded. Rose Marie, Alexa, Alex, Betsy, Cara, JC, Amy, Jeff, Don Schels, Susan and David approved. Elaine, Katie, Don Studley, and Christine voted nay. Motion passed.

New Business:

Cara moved that we approve the revised CH Booth Library Financial Procedures Manual as approved by the Governance Committee. Alex seconded. All approved. Motion passed.

Don Studley moved that the following CH Booth Library accounts be closed: Paypal account; Federal Grants account; Books Heal Hearts account; Turkey Trot account. Betsy seconded. All approved. Motion passed.

Don Studley moved that the following individuals be authorized signers on all CH Booth Library bank accounts: Library Director, President, Vice President, and Treasurer. David seconded. All approved. Motion passed.

Cara moved to elect Olivia Wood to the trustee position vacated by the resignation of Peter Kirlin. Alex seconded. All approved. Motion passed.

Discussed the amendment to the Bylaws as approved by the Governance Committee. The Board will vote on this amendment at the April meeting.

Amy moved to adjourn the meeting, and Rose Marie seconded. All approved. Motion passed. Meeting adjourned at 8:50 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