

The Cyrenius H. Booth Library Minutes

Board of Trustees Virtual Meeting

Tuesday, September 8, 2020 7:00 p.m.

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

Absent: Elaine Corbo, Brynn Cullen, Daniel Patti, Thomas D'Agostino,

Guests: Toni Earnshaw, Kaki Taylor, Amy Schumann

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

Consideration of Minutes:

Greg Branecky made a motion to accept the minutes from the July 2020 meeting and Anne Rothstein seconded the motion. All approved. Motion passed.

Public Participation: None

President's Announcements: Amy asked for feedback from the Board about continuing with remote meetings versus in person. The consensus was to continue to meet virtually for the foreseeable future so that Board members can limit their opportunities for exposure to others given ongoing pandemic concerns.

Treasurer's Report: Greg Branecky reviewed the monthly financial statement. Year -to-date income continues to be down but expenses are also down. There have been significant maintenance costs related to preparing the library facility to re-open. Plexiglass barriers, hand-sanitizing stations, and touchless paper towel dispensers were a few of the expenses incurred. The annual audit was completed last week. Amy asked about the status of the PPP loan. Greg noted that the paperwork for the loan forgiveness has not yet been filed but he is optimistic that most of the loan will be forgiven.

Library Director's Report: In advance of the meeting, Doug provided a comprehensive report on the activities of the library. Thanks to careful and detailed planning, the re-opening of the library building last week went very smoothly. Tom asked about cleaning procedures now that patrons are using the facility. Doug responded that after every 45-minute period of patron use, all touchable surfaces are sanitized. The computers on the third floor have been moved farther apart and are cleaned after each patron. The Makerspace is not yet open although as of September 15th, patrons will be able to email files to the library to have things printed on the 3-D printer. In-person children's programs will resume outside next week with limited capacity. Children ages two and older will be required to wear masks.

Committee Reports:

Development - Donna reported that there are three fundraising opportunities this fall: Annual Appeal, Go Fund Me, and Turkey Trot. The Annual Appeal will be in the mail within the next 10 days. To promote the Annual Appeal, each Board member is asked to submit a brief video which will be used in the social media campaign. The Go Fund Me project is new this year and aimed at a younger demographic. The Turkey Trot will be a virtual race. Tom shared a list of past sponsors and requested help reaching out to old and new sponsors. He is trying to make this event as much of a community event as possible, despite the need to conduct the race virtually.

Two ideas have been tabled until the spring: an evening dinner at Castle Hill Farm and a scavenger hunt in the library.

Finance - See the Treasurer's Report

Long-Range Planning – Michelle reported that the committee is looking at patron usage data and will be meeting later in the month.

Building and Grounds – David announced that he has reviewed quotes for roof and chimney repairs from three companies. The library has five chimneys, all have some leakage. These companies would also address the damage to the front of the building caused by the tree that fell during the recent hurricane.

Art and Historical – The next meeting will be in October. Amy S. reported that there is an exhibit of dresses on the third floor.

Friends of the Library Liaison - Anne reported that the Friends have been selling books at the Farmer's Market on Tuesdays. This has been a worthwhile fundraiser. The Friends are also once again accepting donations, although on a specific schedule. Dates for the 2021 book sale have been set - July 9-14, 2021.

Governance – Laura explained that the Governance Committee met to discuss a potential amendment to the by-laws in order to clarify and formalize past practice around terms of service for Trustees appointed by the Board, as opposed to those Trustees appointed by the Town. In practice, upon completion of the first four-year term a Trustee automatically begins the next four-year term. If a Trustee has stepped in to fill a vacancy created mid-term, that Trustee will complete the term and then begin his/her own two four-year terms. Laura proposed the following language which provides clarity and consistency to Section 3.8 of the by-laws:

3.8 Term of Service. Trustees shall serve four (4) year terms. A Trustee filling a vacancy shall serve to the end of the term of the Trustee they are replacing and then begin serving their own four (4) year term. Trustees who are elected by the Board of Trustees shall serve their consecutive terms, except as set forth in Sections 3.9 and 3.10, without the necessity of interim reappointment. Trustees who are appointed by the Town shall be reappointed following the expiration of each applicable term in accordance with Town procedures. No Trustee shall serve more than two consecutive four (4) year terms in addition to the term they are completing as a result of a vacancy. A Trustee shall be ineligible to serve as a Trustee for a period of two (2) years after the completion of the maximum applicable terms.

Old Business: none

Unfinished Business: none

New Business: The proposed change to the by-laws which was reported by the Governance Committee will be voted on at the October meeting.

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

Meeting adjourned at 8:01 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