

The Cyrenius H. Booth Library Minutes

Board of Trustees Virtual Meeting

Tuesday, October 13, 2020 7:00 p.m.

Present: Greg Branecky, Amy Dent, Dana Flynn, Beth Hamilton, Elizabeth Litt, Tom Long, Doug Lord, Anne Rothstein, David Schill, Rose Marie Zaharek, Michelle Brown, Donna Rahtelli, Elaine Corbo, Brynn Cullen, Daniel Patti

Absent: Laura Goldstein, Thomas D'Agostino

Guests: Denise Kaiser, Amy Schumann

The meeting was called to order at 7:05 p.m. by Amy Dent

Consideration of Minutes:

Michelle made a motion to accept the minutes from the September 2020 meeting and Anne seconded the motion. All approved. Motion passed.

Public Participation: None

President's Announcements: Amy announced that Tom D'Agostino intends to resign from the Board later this month. His position is a Board appointment. Amy encouraged everyone to consider who might be a good addition to the group, particularly anyone with experience in the area of building and grounds. Letters of interest and a resume should be sent to Doug's attention at the library.

Amy reminded everyone that, as President, she is an ex-officio member of every Board committee. She asked that committee chairs provide her notice of all committee meetings.

Treasurer's Report: Greg Branecky reviewed the monthly financial statement. Income continues to come in under budget. The library is not fully staffed presently so personnel expenses are under budget. Maintenance is over budget due to preparing the facility for reopening during the pandemic. Overall, there was a favorable balance for the month of September.

Library Director's Report: In his written report to the Board, Doug reported that the redesign of the library's website, generously funded by the Friends, is moving forward. Library patrons continue to praise the many ways that the Library staff members have provided services throughout the pandemic. Beginning next week, the library will add additional hours of operation.

The State of CT has offered grants to some libraries, but Newtown did not meet the criteria for a State grant.

Doug reported that there is an increase in online giving for the Annual Appeal. The library uses a software program, Neon, to manage donations and provide useful metrics for managing giving. Amy asked Doug if the print mailing for the Annual Appeal was effective. Although hard to predict, Doug thinks the mailing likely directed donors to the website for online giving.

As the library extends its hours of operation, Amy asked Doug if there have been any issues of patrons prolonging their stay in the building and thus making it difficult for staff to monitor and limit the number of people in the building. There have been no issues to date.

Committee Reports:

Development - Donna reported that the Annual Appeal has raised just over \$25,000 to date, and the challenge is now to maintain the momentum. Doug added that each donor receives three points of contact after a donation is received. He and Kaki have been making phone calls to personally thank donors. A number of Board members volunteered to assist with these phone calls.

Donna will coordinate with Elaine to have a flyer about the Patio Bricks sent out through the schools.

Amy clarified for all Board members that there are three times a year when they are asked to donate: annual appeal, Turkey Trot, and the spring fundraiser. There is no set amount asked of Board members. Participation is key though, and all donations are thankfully received.

Tom provided an update on the Turkey Trot. \$5,000 in sponsorship has been received. Runners are signing up, although slowly. Elaine is working with Newtown Apparel on the race shirts. The timing company that has been used in the past, RAT Race Timing, has been hired to manage the race website and encourage engagement with the site.

Finance - Greg reported that the Finance Committee will be meeting soon. There is no resolution yet on forgiveness of the PPP loan.

Long-Range Planning – Meeting set for October 22nd at 7pm

Building and Grounds – Weather permitting, repair work to the roof and chimneys will begin this week. There will be a meeting at the library on Monday, October 19th at 6pm to outline a timeline for the work on the 2020-21 CIP projects.

Art and Historical – Ms. Schumann met with an archivist at WCSU, as part of the Traveling Archivist grant dedicated to improving access to the Julia Brush manuscript materials. They went through the available finding aids for the manuscript collections and came up with a plan to utilize, improve, and digitize them. The maintenance department has moved some of the museum display cases to improve their visibility and for the protection of the items within. Civil War items that had been on the 2nd floor are in the process of being moved to the 3rd floor, where a traveling display will be up this winter about Civil War medicine. The Judge Edmond display has been moved from the Art Alcove to the Hawley Gallery where it will suffer less from too much light. The items also have been placed on a museum-quality liner of unbleached muslin sewed by Ms. Handley to protect them from contact with the wood of the case. The Reference staff is researching the various people who previously owned or donated the items so that more interesting and relevant information can be added to the displays.

Friends of the Library Liaison - Anne reported that the Annual Meeting of the Friends is scheduled for Thursday, October 15th. The Friends are once again accepting donations, Wednesdays and Saturdays from 10am - noon. Although the book sale at the Farmer's Market has now finished, it was a successful venture. The Newtown Bee published clarification regarding the status of the Friends' donations to the library for the current year.

Governance – In Laura's absence, Amy reminded the Board that the Governance Committee also acts as the Nominating Committee. Michelle suggested that we consider actively recruiting a person of color to fill the vacancy created by Tom D'Agostino's upcoming resignation. Brynn asked about the traditional sources for finding viable candidates. Amy noted that an announcement will be published in the Newtown Bee, but word of mouth has been the best source of candidates in the past.

Old Business: none

Unfinished Business: At the September meeting, there was a discussion about 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.

Beth made a motion to accept an amendment to Section 3.8 of the by-laws, to read as follows

3.8 Term of Service. Trustees shall serve four (4) year terms. A Trustee filling a vacancy shall serve through 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.

Betsy seconded the motion. All approved. Motion passed.

New Business: Amy outlined the projected CIP projects for the next ten years.

Beth made a motion to accept the proposed CIP Projects for 2020-21 through 2030-31. Tom Long seconded the motion. All approved. Motion passed.

A motion was made to adjourn the meeting by Donna and seconded by David Schill. All approved. Motion passed.

Meeting adjourned at 8:22 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

Link to recording of the meeting

https://us02web.zoom.us/rec/share/ZIqpiyCAFM6rdyqUWDzfKxZcLWbN_gkj62N_bA9gpQchT9yTZ0vtcE7EJSquXRwH.ab54QyPZtjmrASdv