

The Cyrenius H. Booth Library Minutes

Board of Trustees VIRTUAL Meeting

Tuesday, July 14, 2020 7:00 p.m.

Present: Greg Branecky, Elaine Corbo, Brynn Cullen, Amy Dent, Dana Flynn, Laura Goldstein, Beth Hamilton, Elizabeth Litt, Tom Long, Doug Lord, Anne Rothstein, David Schill, Rose Marie Zaharek

Absent: Michelle Brown, Thomas D'Agostino, Daniel Patti, Donna Rahtelli

Guests: Denise Kaiser, Amy Schumann, Kaki Taylor

The meeting was called to order at 7: 17 p.m. by Amy Dent

Consideration of Minutes:

Greg made a motion to accept the minutes from the June 2020 meeting and Tom seconded the motion. All approved. Motion passed.

Public Participation: None

President's Announcements: Amy advised the Board that Beryl Harrison, Assistant Director, has retired after thirty years serving in many leadership roles at the library. Rose Marie suggested that the Board acknowledge Beryl's significant service to the library. It was decided to purchase a patio brick in Beryl's honor and send flowers of appreciation. Doug and Kaki will organize this recognition. A more personal and celebratory recognition will happen once the library reopens.

Given the pandemic, the staff appreciation dinner normally held in June was postponed. Discussion about rescheduling that event will be revisited when health and safety permits.

Work on many facility projects has continued during the months that the building has been closed to the public. The coffee bar in the Gathering Room is nearing completion. The leather chairs in the periodical room have been reupholstered. Work continues in the children's department. The roof leaks have not yet been addressed although three bids for repair have been received.

Board members were sent updated committee rosters and contact information. Amy asked that any revisions to those documents be sent to Kaki Taylor.

Amy also reminded the Board that although the August meeting is often canceled, board members should keep the date, August 11th, available if the Board needs to meet.

Treasurer's Report: Greg Branecky reviewed the monthly financial statement. Although income is down, cautious spending has also brought expenses down. The fiscal year will end favorably.

The library received a five-year PPP loan in the amount of \$172,600. Greg will apply to have the loan forgiven and is optimistic about a positive response. As Board president, Amy needs to sign

the documentation pertaining to the loan. Newtown Savings Bank requires all Board members to sign documentation indicating agreement to designate Amy as signatory on the loan.

Greg noted that the library has dispersed the \$105, 000 donation from the Friends and thanked the Friends for this generous support.

Greg has scheduled the annual audit for August.

Library Director's Report: In advance of the meeting, Doug provided a comprehensive report on the activities of the library. The curbside service has been a huge success, almost 700 bags were delivered during the month of June. Library staff continue to find creative ways to meet the needs of the community. Doug commended the staff for their level of care, attention, thoroughness, thoughtfulness, and empathy.

The library is following all sector guidelines from the five initial sectors, especially the 'Offices' document, and the 'Libraries' guideline as released by the governor. The building is not ready to be opened to patrons as it is still in need of floor stands, alcohol wipes, and alcohol-based foam or gel sanitizer. The ordered plexiglass barriers arrived. As of July 9th, the lower level bathrooms are not fully operational and there are ongoing projects in the children's space and the gathering room.

Doug noted that the annual appeal mailing list is complete and the artwork for the postcards is complete, as well. Tom suggested that the annual appeal materials be sent out soon and then again in the fall.

Amy questioned the drop in the digital circulation of Tumblebooks. Doug had no explanation for the decline other than usage is by a small and distinct population.

Doug noted that the virtual Usborne Book Sale was not successful as a fundraiser.

The idea of having staff deliver library materials to patrons at their homes has appeal although the liability issues make this impractical at present. Doug continues to explore this idea.

Committee Reports:

Development - Tom reported that plans for the Turkey Trot are in a holding pattern. A decision will need to be made by Labor Day.

Tentative plans for a scavenger hunt are being made for late September and additional fundraising ideas are still needed.

Brynn asked how the patio bricks are marketed and how payment is received. Doug explained that social media as well as print flyers are utilized to promote brick sales. Payment can be made online or with a check.

Finance - See the Treasurer's Report

Long-Range Planning – Tom reported that the ad hoc committee is making good progress updating the existing Long-Range Plan and will be meeting again on July 28th.

Building and Grounds – No Report

Art and Historical – No Report The next meeting will be in October.

Friends of the Library Liaison - Anne Rothstein reported that the Friends conducted their June meeting virtually. An ad hoc committee has been formed to consider fundraising ideas. The Friends are still exploring how and when they might begin to accept donations and have noted that storage will be an issue. The Friends will hold their annual meeting this week.

Governance – No report

Old Business: none

Unfinished Business: none

New Business: Amy explained the need to authorize her, as board president, to sign the PPP loan documents. Tom asked about the liability to individual board members if each is signing the loan document. It was clarified that the corporation is responsible for the loan, the signatures of board members indicates agreement to designate Amy as the signatory. These signatures need to be gathered as quickly as possible.

Beth made a motion to authorize Amy Dent, as President, to complete all documents necessary to accept PPP funding in the amount of \$172,600. Greg seconded the motion. All approved. Motion passed

Beth moved to enter Executive Session for the purpose of discussing salaries and to invite Doug Lord. Tom seconded the motion and all approved. Motion passed.

The meeting entered into Executive Session at 8:22 p.m. and returned to open session at 8:35 p.m. with the following motion:

Greg made a motion, pursuant to the discussion in the Executive Session, to increase Doug Lord's salary by 3%. Elaine seconded the motion. All approved. Motion passed.

A motion was made to adjourn the meeting by Beth and seconded by Anne. All approved. Motion passed.

Meeting adjourned at 8:39 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.