

The Cyrenius H. Booth Library Minutes

Board of Trustees Virtual Meeting

Tuesday, July 13, 2021, 7:00 p.m.

Present: Greg Branecky, Amy Dent, Beth Hamilton, Elizabeth Litt, Doug Lord, Anne Rothstein, Rose Marie Zaharek, Michelle Brown, Laura Goldstein, Nicole Moeller, Katie Smith, Elaine Corbo, Tom Long, Alex Villamil, Dana Flynn, David Schill

Absent: Donna Rahtelli

Guests: Toni Earnshaw, Kaki Taylor, Jennifer Nash, Amy Schumann

The meeting was called to order at 7:09 p.m. by Amy Dent, President

Consideration of Minutes:

Anne made a motion to accept the minutes from the June 2021 meeting, and Greg seconded the motion. All approved. Motion passed.

Public Participation: Toni, President of the Friends, reported that the Book Sale was a huge success. Sales this year were the second highest in the 45-year history of the Book Sale, approximately \$117,000. Toni praised the work of the many volunteers and the leadership of Denise Kaiser. She also thanked the Board and library staff of the lovely dinner for the volunteers on Saturday evening.

President's Announcements: Amy announced that the Board will resume meeting in person in September. Typically, the Board does not meet in August unless there is an issue that needs the attention of the Board. Amy also noted that an acquaintance shared praise for Doug and the library staff.

Treasurer's Report: Greg reviewed the monthly financial statement, which is the year-end statement. The library did not overspend the budget this year and ended the year with a surplus. Fundraising exceeded budget expectations with a total of \$133,369 being raised. All the funds from the Friend's Grant, \$105,00, have been disbursed.

Library Director's Report: Doug shared a written report with Board members in advance of the meeting. He reminded Board members that comparing June 2021 figures to June 2020 is difficult given the impact of the pandemic.

Interviews are underway for a new Coordinator of Adult Programming. The position of Young Adult Department Head has been posted and resumes are being collected.

The library received a visit from a lone "First Amendment auditor". There were no issues resulting from this visit; staff was prepared and handled the situation smoothly.

The library is moving ahead with a subscription to a volunteer management software called Galaxy Digital. This will be rolled out via the Newtown Nonprofit Council to

nonprofit and service organizations serving Newtown. The software will serve as a volunteer hub, matching people with opportunities. The library will be at the center of the effort, becoming a conduit for the community's civic engagement and voluntarism.

Committee Reports:

Governance – Laura reported that the governance committee discussed existing policies pertaining to social media and the potential need for an additional policy. The committee decided that the policies in place meet the needs of the library, at present.

Development – Tom reported that the Turkey Trot website is active, and runners have begun to register. Katie is working on sponsorships for the race. She will send a spreadsheet to all Board members with a listing of potential sponsors and asks Board members to consider how they can assist in getting sponsors for the Turkey Trot.

Finance – see Treasurer's Report

Long-Range Planning – Anne shared comprehensive graphs about the survey results including some disaggregated data. 442 surveys were submitted, mostly by people over the age of 25. Most survey respondents get their library information from the website or the Newtown Bee and 90 % use the book collection. Questions were raised about those survey respondents who did not give to the Annual Fund and if it was possible to gain some understanding about that group. Anne is continuing to analyze the data and will be reviewing the comments submitted with the surveys. Once her analysis is complete, she will circulate the information to all Board members. Michelle commented that the Long-Range Planning Committee still has additional rounds of data gathering planned and will be meeting at the end of the month. She also thanked Anne for all her work on the survey and its analysis.

Building and Grounds – David reported that he has received pre-design/ design proposal from two engineering firms and has researched both firms. The bids are to investigate, evaluate, and assess the existing HVAC system, then design the new system and support the library during bidding and construction phases. There are five stages to this project: pre-design, design development, construction documents, bid proposal, and construction services. The estimated prices for the items are as follows: Phase I - \$9,500 (Lump Sum), Phase II - \$10,000-\$15,000 (Estimated), Phase III - \$13,000-18,500 (Estimated), Phase IV - \$2,500 (Lump Sum), Phase V - \$7,500 - \$9,500 (Estimated). David's recommendation is to work with Southport Engineering on this project.

David made a motion to award a contract to Southport Engineering in the amount of \$42,500 to perform the five stages involved in the evaluation of the current library HVAC system, design of new system, develop contract documents, and assist the library during the bidding and construction stages. Greg seconded the motion. All approved. Motion passed

David also reported that he has reached out to the DOT about the parking lot project but has not yet heard back from them. He is also working on bids for the roof.

Art and Historical – The Committee will meet next in August.

Friends of the Library Liaison – Toni reported on the Book Sale during Public participation. The Friends will resume collecting book donations on July 21st.

Diversity, Equity, and Inclusion: No formal report.

Old Business: None

Unfinished Business: None

New Business: The Board discussed the annual staff appreciation dinner that was canceled in 2020 and postponed in 2021. Doug and Jennifer have talked to the staff and agree that the gathering would be appreciated and attended. The Board settled on Friday evening October 1st, at the library, after the library closes. Elaine offered to organize the meal and will reach out to everyone about contributions. Beth has paper goods left from the 2019 event and will give those to Elaine.

Elaine moved to enter Executive Session for the purpose of discussing compensation for the Library Director. Greg seconded the motion. All approved. Motion passed.

The meeting entered into Executive Session at 8:20 p.m. and returned to open session at 8:25 p.m. with the following motion:

Beth made a motion, pursuant to the discussion in Executive Session, to increase Doug Lord's salary by 3% for the fiscal year 2021-2022. Anne seconded the motion. All approved Motion Passed.

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

Meeting adjourned at 8:27 p.m.

Respectfully submitted,

Beth Hamilton, former Secretary, for Elizabeth Litt, current 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