The Cyrenius H. Booth Library Minutes

Board of Trustees Meeting

Tuesday, May 10, 2022, 7:00 p.m.

Present: Greg Branecky, Michelle Brown, Elaine Corbo, Amy Dent, Laura Goldstein, Beth Hamilton, Elizabeth Litt, Nicole Moeller, Donna Rahtelli, Anne Rothstein, Steve Schoen, Alex Villamil, Rose Marie Zaharek

Absent: Katie Smith, Dana Flynn, David Schill

Staff: Doug Lord, Jennifer Nash

Public: Denise Kaiser

The meeting was called to order at 7:04 p.m. by the President Michelle Brown.

Consideration of Minutes:
Amy made a motion to accept the minutes from the April 12, 2022 meeting, and Donna seconded the motion. All approved. Motion passed.

Public Participation: None

President’s Announcements: Michelle announced that anyone who is interested in any of the offices on the executive team should contact her. There is no current candidate for the position of Vice President.

Treasurer’s Report: Greg reviewed the monthly financial statement. Revenues are up because of the Annual Fund Drive and the Turkey Trot. Expenses are under budget because of the payroll. HVAC, furniture, and architect have offset expenses. Overall, there is a net income of $54,551.

Library Director’s Report: Mr. Lord provided a comprehensive report of library activities for April and singled out Darcy Sowers, YA Librarian, for her excellent work. A Trustee Retreat has been scheduled for Saturday, June 4th from 10AM to 4PM at the library. Areas of discussion will include analysis and best practices of fundraising, maximizing revenue, best practices of staff managing the fundraising process, opportunities for philanthropic growth for the library, and reaching consensus on tangible, post-retreat action steps for the organization to take moving forward. The retreat will be facilitated by nonprofit consultant Bob Serow. Jordana Bloom has been hired for the position of executive assistant.

Committee Reports:
Governance – The Governance committee did not meet; they did not have a quorum in order to conduct business. The committee is looking into the terms of trustees who have been on the board for a number of years; there is some confusion about the end date for their terms.

Development – Slots are filling in to help for the hunt; now we need participants! Flyers have been distributed to all of the schools and given out at the library. The sandwich board advertising the event will go up soon. It was announced at the Commission on Aging and Donna hopes to leave flyers at the community center. Katie and Steve met to start planning the Turkey Trot; they will need a new volunteer coordinator.

Finance – See Treasurer’s Report.

Betsy made a motion to move money into the account established by the new operating reserve policy. Anne seconded. All approved. Motion passed.

Gerg made a motion to move money into the account established by the new infrastructure reserve policy. Betsy seconded. All approved. Motion passed.

Long-Range Planning – Materials were emailed to the committee members; the committee will be meeting in mid-May to review goals and objectives.

Building and Grounds – The Legislative Council approved $200,000 in unspent funds from the 2020-21 CIP for repairs to the slate roof, HVAC maintenance, and shutters for the library. The roofer plans to start in late June or early July. Alex is working on replacing the stairwell fire doors and shutters.

Art and Historical – The Art and Historical Committee did not meet this Month. Stacey Davidson, museum consultant, will give recommendations for displays.

Friends of the Library Liaison – The Friends approved payment of the 3rd installment of $23,363 on the 2021-2022 annual grant to the library. 5 Vision Project 2.0 applications were reviewed, 3 were approved. A large number of donations to the book sale were accepted on Donation Day April 10. The Little Book Store has moved into its new room. Membership income is up, but donations are down.

Diversity, Equity, and Inclusion- The DEI committee did not meet this month. The library hosted a well attended community conversation on race and religion.

Old Business: None

Unfinished Business: None

New Business:
Greg made a motion to approve allowing director Douglas Lord to roll over 5 days of unused vacation time to the fiscal year 2022-23. Elaine seconded. All approved. Motion passed.
A motion was made to adjourn the meeting by Rose Marie and seconded by Donna. All approved. Motion passed.

Meeting adjourned at 8:06 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