The Cyrenius H. Booth Library Minutes

Board of Trustees Meeting

Tuesday, September 13, 2022 at 7:00 p.m.

Present: Greg Branecky, Michelle Brown, Elaine Corbo, Dana Flynn, Laura Goldstein, Ruchin Kansal, Elizabeth Litt, Anne Rothstein, David Schill, Katie Smith, Rose Marie Zaharek
Absent: Amy Dent, Nicole Moeller, Donna Rahtelli, Steve Schoen, Alex Villamil
Staff: Doug Lord, Jennifer Nash, Jordana Bloom
Public: Denise Kaiser

The meeting was called to order at 7:05 p.m. by the President Michelle Brown.

Consideration of Minutes:
Elaine made a motion to accept the minutes from the July 12, 2022 meeting, and Anne seconded the motion. Ruchin abstained. All others approved. Motion passed.

Public Participation: None

President’s Announcements: None

Treasurer’s Report: Greg reviewed the monthly financial statement. Revenues are under budget. Expenses are over budget because the library is not fully staffed. Overall, there is a net income of $9,063 versus budget.

Library Director’s Report: Mr. Lord singled out the excellent work of Jennifer Nash as Assistant Director. The Association for Connecticut Library Boards will be offering a conference for Trustees in November. The conference will be virtual and in the evening. Past conferences have had great feedback and trustees are encouraged to attend. Mr. Lord will send more information when available.

Committee Reports:
Governance – The Governance Committee met on September 6 and discussed policy revisions proposed by Mr. Lord, and will continue to review policies at the October meeting. Laura will be moving; the Governance Committee will need a new chair.

Development – The Autumn Appeal mailing fundraising has begun. The Turkey Trot has some changed sponsorship levels, and will have 2 title sponsors this year. Board members are needed to reach out to potential sponsors, and to help distribute t-shirts and for help on the day of the Turkey Trot.

Finance – See Treasurer’s Report
Long-Range Planning – Finalized goals and objectives were sent to the committee; meeting to be scheduled.

Building and Grounds – The roof work is scheduled to start this month, but the start date is not yet known. The attic may not need to be cleared. Committee members met with Dan Rosenthal and Bob Tait about the CIP. The First Selectman will refer to the Public Buildings & Site Commission to move forward with the design for the HVAC system work. The project will need to go to public referendum. Mr. Lord is working on multiple improvements including furniture upgrades, moving doll house, signage, renovating tech processing room, 3rd floor renovations, and mobile van. Alex is working on shutters and fire doors. The committee will vote on proposals for signage and shutters.

Art and Historical – The committee will sort the extra chairs in the attic, and will contact an auction house about selling them. The library is applying for 2 grants. The museum consultant will return in October.

Friends of the Library Liaison – Vision Project Guidelines were modified. Book sale attendance was up, and estimated net income is ca $77,000. The Meeting Room has been reserved from 12/1- 5 for the holiday sale; volunteers will be needed to help set-up and clean-up. The Friends approved disbursement of the first installation of $34,900 of the 2022-2023 Friends’ annual grant. The executive teams of the Friends’ and Library’s Boards will meet to discuss accounting.

Diversity, Equity, and Inclusion- The DEI committee has not met; Dana will schedule a meeting.

Old Business: None

Unfinished Business: None

New Business:
Greg moved to transfer $150,000 from the operations policy account to operating funds. Betsy seconded. All approved. Motion passed. Discussed the importance of attending town government meetings as part of the Board’s role in advocating for the library. Discussed proposed new committee assignments; Board members should contact Michelle with feedback.

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

Meeting adjourned at 8:37 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