

**BOARD OF TRUSTEES MEETING MINUTES**  
**Wednesday, July 2, 2025, 6:00 p.m.**  
**Location: Library Auditorium, 758 Main Street**

**Trustees (Present):** Chad Edgar, Larry Greenberg, Cheryl Kaiden, Janice Kochanowski, David Levine, Andy Melnick, Jack Thompson, Jennifer Tucker, Sue Wharfe, Lisa Zwack

**Trustees (Absent):** Liz Alcorn, Michelle Blank, Paul Gavejian

**Friends of the Library:** Barbara Barrett

**Staff:** Katy McNicol, Library Director; Rhea Williams, Development Coordinator; Cynthia Bannon, Business Manager

**Yale SOM Fellow (Absent):** Megan Tao

**Public:** none

Janice Kochanowski called the meeting to order at 6:00 pm.

**President's Remarks** – Janice welcome the Trustees to the meeting and to the start of the Library's new 2025-2026 fiscal year. With the recent additions of Trustees Jen Tucker and David Levine, and the addition of Raymond Seligson (if appointed in this meeting), the Board is nearly at capacity and looking for a 15<sup>th</sup> and final Trustee. Janice commented on key accomplishments for the previous year. She also emphasized the importance of being a Trustee and encouraged members to take an active role and to consider joining more than one Committee if they have capacity.

**Additions to the Agenda** – None

**Appointment of trustee candidate Raymond Seligson for the term of July 2025-June 2028** – Sue Wharfe presented a brief summary of the candidate and indicated the Governance Committee unanimously voted to nominate Raymond to the Board. Chad Edgar moved to appoint Raymond to the Board. Cheryl Kaiden seconded the motion. The motion carried.

**Approval of Minutes**— Andy Melnick suggested a correction to the June minutes: change the light and chandelier repair cost from \$1,000 to \$10,000. Katy McNicol will make the adjustment. Andy moved to approve the minutes as corrected. Lisa Zwack seconded the motion. The motion carried.

**Director's Report** –Katy reported that, in June, Library staff held an in-service training and welcomed a new business manager, Cynthia Bannon, and new facility manager, Stephen Brady. Katy attended a New Directors Roundtable at the New Britain Public Library, with the director from the Otis Library joining Katy as new co-chair. The Library hosted the Friends of the Library Annual meeting on Juneteenth with Katy, Janice and Paul Gavejian also in attendance. The Library received a symbolic check for \$80,000 from Friends, reflecting the Friends' total gifts to the Library this year. Katy attended the LION Consortium Annual Meeting and was elected secretary for the coming year. She also attended a meeting with a newly formed group, the Shoreline Homeless Task Force, at the Community Dining Room. The group began by outlining its goals and discussing how members can collaborate to address the housing

problems the area is facing. The Library's piano has been undergoing a restringing project before the next concert in August. Katy attended the ALA Conference in Philadelphia late June.

**Conflict of Interest** – Katy reported that Trustees are due to review and sign the Trustees Conflict of Interest Policy, an annual requirement. She will bring the forms to the September meeting for signature, and requested that Trustees review and highlight any concerns or questions before the meeting.

**Friends of the Library** – Barbara Barrett shared that, as in previous years, the Friends' Fall Book Sale will be held on the Branford Green, following Town of Branford approval. This will reduce expenses for operating the event, as compared to using an alternative location as was planned due to town construction. Barbara will send an email to Trustees in August to recruit volunteers for the event. The Friends recently held a pop-up book sale featuring niche books and raised nearly \$1,500 in sales.

**Treasurer's Report** – Larry reported that moving forward, he will be adjusting his reporting on the endowment to report month-end figures, which conforms to library account statements (previously, he reported values as of the morning of the board meeting). As of June 30<sup>th</sup>, the Main Endowment account increased approximately \$110,000 (2.4%) to \$4,621,525, which includes approximately \$324,000 in the 6-month Treasury bill. The Creative-in-Residence account increased approximately \$18,000 (3.2%) to \$580,000. The Variance Report continues to trend favorably overall.

#### **Committee Reports —**

**Finance Committee**— Larry shared an update from the June 26th meeting. The Finance Committee approved the appointment of the auditors, Bailey Scarano. The anticipated timeline is for the audit to be conducted in early August and the draft audit to be presented for review in early December. The Finance Committee will review the draft and recommend it to the Board for approval (anticipated in January).

**Buildings and Grounds Committee** – Andy provided an update about a draft policy (provided to Trustees for review) intended to govern a pilot program with Branford Arts and Cultural Alliance (BACA) to display artists' sculptures on outdoor library grounds. Key policy topics discussed include the process for selecting artwork, installation procedures, exhibition durations, liability insurance requirements for installation and while on display, zoning permits and ensuring there is no financial impact to the library. Andy moved that the Board would like to proceed with developing a policy that addresses having outside Library grounds available for sculpture exhibits. Cheryl seconded. Motion carried. Trustees agreed the policy will be shared with stakeholders like BACA for feedback before the policy is finalized.

Katy updated Trustees on the ongoing balcony enclosure project. The Library has received the proposed contract from Lothrop (the company awarded the bid for the project); has engaged relevant stakeholders for contract review; and has shared proposed revisions with Lothrop. The aim is to have the project to start in the first half of July to maintain timelines.

**Development Committee** – Rhea Williams reported that the annual Shred-a-Thon held in June yielded \$1,723 in revenue. Currently, October 11, 2025 is the potential date for the annual Evening with the Spirits fundraiser. The Leadership Circle reception is planned for September.

Katy reminded Trustees about the Fall Appeal occurring in November, and requested their support in providing personalized outreach to potential donors as part of the appeals letter campaign.

**Governance Committee** – Sue Wharfe reiterated the Nominating Committee is looking for another candidate to fill the last (15<sup>th</sup>) Trustee spot and encouraged Trustees to share any recommendations with her.

**Adjournment** – Janice made a motion to adjourn the meeting. David seconded the motion. The motion carried. The meeting adjourned at 6:53 pm.

Next regular meeting will be held on September 3, 2025 at 6:00 pm. (note: there is no meeting August)

Respectfully submitted,

Lisa Zwack  
Secretary

***Note: minutes are provisional until approved by the Board of Trustees.***