

**JAMES BLACKSTONE MEMORIAL LIBRARY  
BOARD OF TRUSTEES REGULAR MEETING  
Wednesday, September 5, 6:00 pm**

**Trustees (Present):** Maryann Amore, Sandra Baldwin, Keira Cervoni, Jan Vaill Day, Norman Dahl, Elizabeth Ferguson, Polly Fitz, David Henderson, Matt Hughes, Ed Kirk, Beth Law, Rick Mahoney, Patricia Sanders, Robin Sandler, Frank Twohill, Jeffrey Vailette, Gina Wells

**Staff:** Karen Jensen, Director; Katy McNicol, Development and Outreach Librarian; Kathy Oxsalida, Business Manager; Gennett Grinnell, Technical Services Librarian

Robin Sandler called the meeting to order at 6 p.m.

AGENDA

1) Welcome to new board member:

- Jeff Vailette, ex-officio representing the Town of Branford Board of Finance: Board members introduced themselves to Mr. Vailette, welcoming him to the board.

2) Public Comments: Karen Jensen received a letter dated June 12 from Wayne Cook discussing conservation and development town planning. She also received an email asking for the library's participation in creating a temporary wall celebrating freedom of speech. The board voted to approve the library's contribution to the project.

3) Additions to the agenda: none

4) Approval of Minutes (July): Ed Kirk made a motion to approve the minutes. Norman Dahl seconded the motion. The minutes were approved, with Rick Mahoney abstaining.

5) Director's Report: In agreement with LION's recommended best practices, the library will change loan periods for all books to 3 weeks the first week in October. By doing this, we will be consistent with the other libraries in the consortium. Patrons will be given advance warning about the change throughout September.

6) Treasurer's Report: Investments are doing well, and the budget is working as projected.

7) Committee Reports:

Finance Committee—

- Audit: The audit has been completed, while the auditor is making changes to reflect use of the Capital Campaign Fund.

Capital Campaign Committee—

- Campaign Update: The library needs to raise the final \$100,000 to reach its goal of \$800,000.
- Raffle Ticket Sales: Just under 100 tickets have been sold
- September Town-wide mailing: Katy McNicol sent out a town-wide mailing for the Campaign this week.

Renovation Planning—

- Approval of Contract and funding: Two bids received for the project were significantly higher than expected. The Finance Committee will meet with the Town Finance Director on September 6 to discuss the situation and explore options which will allow us to move forward.

Development Committee—

- Planned Giving Event August 8 Review: The event was well attended. The Committee will determine the best way to identify potential donors.
- October 13 fundraiser: The Committee has secured 2 sponsors (1 local business, 1 corporate) and 1 medium for the event. Some auction items have been donated. Board members were encouraged to identify potential sponsors, sell tickets, and donate an item for the silent auction.

8) Branford 375 Anniversary: Colin Sheehan contacted Karen to ask the library to participate in the 2019 celebration. If anyone has an idea for a celebration event or activity, contact the Development Committee Chairperson.

9) Next regular meeting—October 3, 2018—Location TBD