

**JAMES BLACKSTONE MEMORIAL LIBRARY  
BOARD OF TRUSTEES SPECIAL MEETING  
Wednesday, July 18, 2018**

**Trustees (Present):** Maryann Amore, Sandra Baldwin, Norman Dahl, Jan Day, Polly Fitz, David Henderson, Ed Kirk, Beth Law, Patricia Sanders, Robin Sandler, Frank Twohill

**Trustees (Absent):** Keira Cervoni, Elizabeth Ferguson, Matt Hughes, Rick Mahoney, Gina Wells

**Guests:** Hatsie Mahoney, Friends of the Blackstone Library representative

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

Robin Sandler called the meeting to order at 6:00 p.m.

**AGENDA**

1) Public comments: none

2) Approval of Minutes (June)—action: Sandra Baldwin proposed amending the minutes to include the election of Matt Hughes, Keira Cervoni, Ed Kirk and Beth Law to an additional term on the board for 2018-2021. Norman Dahl made a motion to approve the minutes as amended. Sandra seconded the motion. The motion was passed.

3) Director's Report: Karen Jensen reminded the board that it is time to renew membership in the Friends of the Library. Polly Fitz encouraged board members to renew and distributed renewal envelopes. Karen reminded Trustees to return their completed Conflict of Interest disclosure forms. Anne Killheffer and Jenna Anthony have been hired to fill open part-time reference hours, beginning in August. Highlights from the July report included the success of our StoryWalk on Main Street and also our participation in the Free Keys CT piano project.

4) Treasurer's Report: Everything is going well; no news to report this month. Jan Day moved to approve the written report provided to members. Maryann Amore seconded. The motion was passed.

5) Committee Reports—only as required

Finance Committee—

Appointment of auditor—action: David Henderson made a motion to approve Bailey & Scarano as our auditors for the coming year. Norman seconded. The motion was passed.

Capital Campaign Committee—

Campaign update: The renovation fund is now \$704,023. A town-wide mailing for the renovation is being planned for early September. Branford merchants will be collecting donations for the renovation by displaying “book” collection containers in their stores. Myers Florists and The Branford Arts Center are among those participating. Robin also asked each board member to identify 4-5 possible donors to the campaign.

Raffle ticket sales: Naming opportunity raffle tickets will be sold at the Woofstock event on August 11, and at the Friends Book Sale on September 27.

**Review of June 28 Site Visit by GNHCF:** Members of the Capital Campaign Committee met with a representative of the Greater New Haven Community Foundation on June 28. The library passed the second round of the review.

**Renovation Planning—**

**Timeline Update:** The bid opening will take place on July 24 at the Fire Station at 2:15 p.m. The Construction Manager from Downes Construction will bring the bids back to the office for review and form recommendations, which should take 1-2 weeks. The construction should start by the beginning of September.

**Development Committee—**

**Planned Giving Event August 8:** The library will host a “Summer Social & Seminar” on Wednesday, August 8 at 6:30 p.m. in the reading room. Attorney Mark Connell will present an estate planning program, which will be followed by a wine and cheese donor reception.

**October 13 fundraiser:** “Evening with the Spirits” will offer spirits (alcohol) tasting and the opportunity for guests to meet and talk with genuine mediums! The Committee is looking for vendors to host the tasting and provide the “spirits”.

6) **Section 125 Plan—action:** David Henderson made a motion to approve the Section 125 Plan, which will allow staff to make pre-tax contributions to the library’s health insurance plan. Polly seconded the motion. The motion was passed.

7) **Next regular meeting—September 5, 2018—location TBD**

The meeting was adjourned at 6:40 p.m.

Submitted by Gennett Grinnell