

James Blackstone Memorial Library
BOARD OF TRUSTEES MEETING
Wednesday, December 4, 2019 6:00 p.m.
Location: Blackstone Library – Ground Floor Children’s Room

MINUTES

Trustees (Present): Maryann Amore, Sandra Baldwin, Liz Ferguson, Polly Fitz, Beth Law, Mary-Rita Killelea , Ed Kirk, Rick Mahoney, Heather Nolin, Pat Sanders, Adam Spilka, Frank Twohill, and Gina Wells

Trustees (Absent): Norman Dahl, Jeff Vailette

Guests: Hatsie Mahoney, Friends of the Blackstone Library Liaison

Staff: Karen Jensen, Library Director, Katy McNicol, Associate Librarian for Development & Outreach

Polly Fitz called the meeting to order at 6:00 p.m.

- 1) **Public Comments** – none
- 2) **Additions to the Agenda** –none
- 3) **Approval of Minutes (November)** —A motion was made by Sandra Baldwin to approve the November 6, 2019 minutes; Maryann Amore seconded the motion and all voted in favor, with the exception of Polly Fitz, who abstained.
- 4) **Director’s Report** –Karen Jensen had sent her written report in advance of the meeting. She noted that in two days, the fiction area was relocated to its new home and praised the staff for their hard work. She is relieved that the renovation is almost complete and complimented the staff on their ability to work seamlessly while the work as going on – a remarkable accomplishment. Karen noted that Pat Sanders and Mary Rita Killelea attended the ACLB conference recently; they found the workshops edifying, specifically the ones focused on making data-based decisions with regard to social media and how to be a strong presence at the RTM and in the community. Karen then reported that she and Katy, in collaboration with ERACE and their grant from Google, held a seminar to help people in the community find jobs. Katy reported that attendees were women from disparate background and the group connected while learning about different resources and technologies to aid in their job searches. Karen asked trustees if the past presidents of the CT Library Association could meet on Friday May 8, 2020 after hours at the library (she will take responsibility for clean up). Rick Mahoney made a motion to approve her request and Ed Kirk seconded the motion. All voted in favor. Karen noted that they have had two patron complaints about ADA compliance. She explained that due to the cold weather, the interior doors to the lobby are shut. Patrons have suggested that the library install automatic door openers on these interior doors.
- 5) Hatsie Mahoney reported that the Friends of the Blackstone’s Holiday Basket Sale is next week. It starts on December 11th and runs until December 15th. Donations are slow this year and the Friends need baskets and gift-worthy items ASAP.

6) **Treasurer's Report** – Rick reported the financials were sent to trustees in a separate email. He noted his report will not be lengthy because they are focusing on the audit. However, he will be looking at salaries again, we are down \$11,000. Karen noted that it is due to the fact there were three payrolls in October. Rick noted that the October balance is better than he thought, the market has been strong. We also secured the capital campaign pledge for \$153,000.

7) **Committee Reports**—*only as required*

Finance Committee—

- Rick reported that the audit will be delayed a month. FASB has changed the reporting guidelines for non-profit organizations and the committee is busy unpacking all of the changes. Eight RFPs for accounting services were sent out and they received five back. The Finance Committee will discuss them next month.

Project Planning Committee—

- **Project Update** – Karen reported that the children's area is almost finished - the carpet was installed and walls painted. The roof over the auditorium needs to be repaired, and the cost is more than what we had allocated. This will be another project. The roof, however, will be sealed so as not to incur further damage from the elements. The building committee is awaiting the architect's design. Some discussion ensued regarding the proposed solution and related costs.

Development Committee—

- **Appeal** – Beth reported that the appeal went out last week and the library has already received \$7,700. The development committee will meet next week. Caddystacks will be held in the library on March 27-29th, 2020

Governance Committee –

- **Open Board position** – Sandra reported that the committee met and that they are not going to fill the vacant board position at this time. They will try to fill the position in February, as several trustees are leaving in June.

Capital Campaign Committee –

- **Closing the Campaign** – Polly proposed to close the capital campaign, as no new pledges are being developed and that it's the appropriate time to end. Our goal was \$800,000 and it will close at \$835,000. Ed Kirk made a motion to close the capital campaign, Pat Sanders seconded the motion. All voted in favor.
- **Request from donor** – Liz Ferguson recused herself from the discussion, as she has a connection to the donor. \$150,000 has been pledged to name the auditorium; the donor prefers to remain anonymous for now. The donor was not aware of the JBML Naming Rights Policy, enacted in 2015, and is not comfortable with the time limit in place. There was discussion regarding time restrictions and whether or not the policy needs to be changed at this time or if a specific motion can be put forth regarding the donor's request that a time limit on the naming opportunity for the auditorium be removed. Adam Spilka made a motion to remove the time restriction on the naming rights of the auditorium. Maryann Amore seconded the motion. Polly took the vote: Rick Mahoney and Heather Nolin abstained, the other trustees present voted in favor.

- **Grand Opening Celebration** – Sandra Baldwin reported that the committee is making very good progress and will meet again in January.

8) **Next regular meeting** – January 8, 2020– Blackstone Library Conference Room.
Sandra Baldwin made a motion to adjourn the meeting; Ed Kirk seconded the motion and the meeting adjourned at 7:17 pm

Respectfully submitted,

Gina Wells, Secretary