

James Blackstone Memorial Library
BOARD OF TRUSTEES MEETING
Wednesday, May 6, 2020 6:00 p.m.

Because the Library building is closed to the public, the meeting was conducted remotely via Zoom.

Trustees (Present): Maryann Amore, Sandra Baldwin, Liz Ferguson, Polly Fitz, Ed Kirk, Janice Kochanowski, Beth Law, Rick Mahoney, Pat Sanders, Adam Spilka, Frank Twohill, and Gina Wells

Trustees (Absent): Norman Dahl, Mary-Rita Killelea, Heather Nolin, Jeff Vailette

Guests: Eloise Owens, Yale SOM Fellow

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

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

1. **Public Comments** – none
2. **Additions to the Agenda** – Polly Fitz requested that the approval of the Collection Development Policy be added to the agenda.
3. **Approval of Minutes (April)**— Rick Mahoney made a motion to approve the minutes; Sandra Baldwin seconded the motion and all voted in favor.
4. **Director’s Report** – Karen Jensen had sent a report in advance; she also noted that staff have been reporting on staggered shifts to process book returns, handle phone calls and various administrative tasks, issue library cards, and clean and maintain the building. Discussions about reopening have begun; there have been no decisions as to how or when. The initial model for reopening will likely be a “curbside model,” for Branford residents only, to accommodate book orders via phone or email. Town hall has plans to reopen on May 20, 2020 and the Library will likely start the curbside opening then. There is adequate PPE for staff and they have ordered portable acrylic barriers for public desks. Karen also reported that the 3D printer has been used to make face shields for YNHH.
5. **Friends of the Library Report** – Karen reported that Marble Columns is out in circulation and the Friends of the Library’s Fall Book Sale may be cancelled. There have been discussions of “mini sales” for various book dealers via invitation. The Friends are also looking at alternative strategies to sell books online. The library is grateful to the Friends for paying for Hoopla –it’s been put to great use during stay-at-home orders.
6. **Treasurer’s Report** – Adam Spilka presented the report. Kathy Oxsalida put together a comprehensive report sent in advance of the meeting. Our investments are up from a low of six weeks ago. The Finance Committee will be working on the budget process.
7. **Committee Reports**—

Governance Committee—

 - Sandy Baldwin announced the five nominees for new trustees to start on July 1, 2020. Their resumes were sent for consideration in advance of the meeting. Sandra moved that Don Gentile, Matt Roth, Jack Thompson, Cheryl Kaiden, and Michelle Blank be appointed as new

board members for terms ending June 30, 2023. Beth Law seconded the motion and all voted in favor. Sandra noted that each new trustee was recommended by present or former trustees and that they all appreciate the library, value the Branford community, and have great potential for leadership on all aspects of the board. Polly Fitz noted that Sandra spent additional time with each candidate to ensure they were all prepared to take on the work.

Finance Committee—

- FY 2021 Budget – Adam Spilka reported The Board of Finance met and approved our budget request. The Education Committee then met and denied our request. The RTM will decide on May 19. Adam noted that the Finance Committee will have to meet. Maryann Amore suggested an emergency meeting early next week to discuss the results of the recent RTM meeting.

Project Planning Committee—

- Update on Roof Repair – Karen reported that the RTM approved an additional \$500,000 to fund the roof repair, ceiling painting and the balcony enclosure. Members of our team from SPA and Downes were extremely helpful in unpacking the details of the damage and how it was discovered. Rick Mahoney recommended that a special thank you be sent by Polly Fitz to Jaime Cosgrove, Jim Finch and John Hoefflerle for taking the lead on this initiative and facilitating its passage. Pat Sanders made a motion in support of this idea, Ed Kirk seconded the motion, and all voted in favor. Karen also noted that she has been working on a grant application through the State Historical Society to support the auditorium roof repairs.

Development Committee—

- Road Race Update – Beth Law informed the board that JB Sports changed the format of the race from a half marathon to a 5K. The date is tentatively November 8, 2020. The decision to postpone or cancel the event will be shared by both JB Sports and the JBML. Beth thanked Adam Spilka for working diligently on the contract, which was signed last week. Beth noted that the sponsors of the cancelled March Mini Golf event have been moved to the race. Beth indicated that race registration is open on the JB Sports website, but neither party will advertise until stay-at-home orders have been lifted.
- April Appeal – Beth thanked Katy for her efforts; the Spring appeal letter was sent to over 8,000 patrons and donors to participate in the Community Foundation for Greater New Haven's Great Give and suggested donations be made to Branford nonprofits with urgent needs. \$1,183.00 was raised and will be matched by the Community Foundation for Greater New Haven.
- Shred It Event – The development Committee may postpone the June 27th date, as the situation is fluid. Pat Sanders noted that the library can choose to hold the event on that date if State and CDC guidelines are followed. Maryann Amore agreed that the June date is reasonable and that programming related to the event, such as estate planning, can be held via zoom.

Nominating Committee –

- Sandra Baldwin moved to approve the Nominating Committee’s slate of officers for FY 2020: President – Beth Law; Vice President – Maryann Amore; Treasurer – Adam Spilka; Assistant Treasurer – Janice Kochanowski; Secretary – Mary-Rita Killelea. Rick Mahoney seconded the motion and all voted in favor. Sandra noted that Beth Law will need help with the Development Committee. Sandra asked Gina Wells to review the process of conducting the Library Director Annual Review with Mary-Rita. Gina noted that they have been in touch regarding the process. Sandra noted that Pat Sanders will chair the Governance Committee and that other Committee Chairs will be appointed in the near future.
8. **Library Director Annual Review** — Karen will be emailing trustees her self-evaluation soon. After she does, Gina Wells will email trustees a questionnaire in order for her to compile and present the Library Director’s annual review at the annual meeting in June. Gina asked that all responses be returned to her by Wednesday May 27th.
 9. SHPO Grant Application Resolution – Rick Mahoney made a motion to adopt the following resolution. Gina Wells seconded the motion and all voted in favor.

RESOLVED, that Karen Jensen, who is the Library Director of the corporation, is empowered to execute and deliver in the name and on behalf of this corporation a certain contract with the State of Connecticut, Department of Economic and Community Development, and to affix the corporate seal, if any.

10. June 3, 2020—Location TBD. Sandra Baldwin made a motion to adjourn the meeting; the motion was seconded by Ed Kirk and the meeting adjourned.

Respectfully submitted,

Gina Wells, Secretary