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DRANFORD, CONNECTICUT

James Blackstone Memorial Library  
BOARD OF TRUSTEES MEETING  
Wednesday, May 2, 2018, 6 p.m.

Trustees (Present): Maryann Amore, Sandra Baldwin, Keira Cervoni, , Jan Day, Polly Fitz, Ed Kirk, Rick Mahoney, Andy McKirdy, Robin Sandler, Frank Twohill, and Gina Wells

Trustees (Absent): Norman Dahl, David Henderson, Matt Hughes, Beth Law

Staff: Karen Jensen, Director; Katy McNicol, Development and Outreach Associate Librarian

Andy McKirdy called the meeting to order at 6 p.m.

AGENDA

1.) Public Comments: none

2.) Additions to the Agenda: Allow item no. 7.

3.) Approval of Minutes (April) – action: Robin Sandler moved to approve the minutes. The motion was seconded by Maryann Amore. Sandra Baldwin, Rick Mahoney, and Gina Wells abstained. The motion was passed.

4.) Director's Report: The State Bond Commission approved JBML's State grant. PIKA, the new catalog enhancement, is set to launch on 5/14/18. Staff has been trained. Among many other things, PIKA will allow staff to create a summer reading list for high school students. Karen indicated that there will be a meeting with the architect and a contractor on Friday 5/4/18. Whitney attended sign language classes in order to effectively communicate with patrons who are hearing impaired. The popularity of the lock picking class was discussed. Karen noted that the LION delivery system is working well and that circulation is up.

5.) Treasurer's Report: Rick noted that now is the time of year for projections. We will be down approx. \$13,000 due to lack of event rental income. We are down slightly in fines. He also reminded Trustees that we are going to be under construction next year and must be fiscally conservative. The fall event made \$6,000 in profit, which will make up for the lack of a Spring 2018 event. Rick pointed out the following savings: \$18,000 in salaries, \$1,000 in health benefits, and \$5,000 in collections. (Karen noted that we are getting fewer periodicals.) Rick projects that we are approximately \$7,000 over in repairs and maintenance. From a budgetary standpoint, we continue to maintain our monthly expenses.

6.) Committee Reports – only as required

Finance Committee –

FY 2018-2019 Budget Request – update: Rick announced that the RTM Education Committee voted to reduce our budget by \$19,703, specifically the Repairs and Maintenance line, because a member of that committee felt "we didn't need it" and suggested that the town's contractors provide some of the library's maintenance. Karen had provided copies and bills regarding JBML's maintenance (snow plowing, landscaping, heating, contracts for the lights and elevator, etc.) to the RTM Education Committee member for his review. At the RTM Education Committee meeting, Karen and Andy McKirdy, informed the committee that "we've actually spent more." Frank Twohill, who is a member

of the RTM Education Committee, noted that “it’s just a recommendation at this time” and suggested “asking again in six months.” Robin Sandler added that although he didn’t attend the meeting, the budget line item was later reduced by approximately \$9,500 with the stipulation that if we need to go back to the RTM 2018-2019, they will approve it if we show the need. The RTM will meet on Tuesday 5/8/18. Maryann suggested there be a greater JBML Trustee presence at the RTM meetings at the beginning of the budget season. Rick concluded: “when we meet next month, based on what the RTM approves, we will amend our budget.”

Health Insurance Proposal – action: Rick noted that during the meeting with the 1<sup>st</sup> Selectman and the Finance Director in January, it was suggested the JBML look at the State of CT 2.0 program, a “fully funded insurance plan with Oxford Insurance.” Insurance proposals were researched. Kathy Oxsalida contacted the Stratford Insurance Co., an independent agent, which provided an alternate plan through Anthem. Rick noted that “it’s the cheapest...a fixed rate proposal...they rate everyone by age.” The policy would provide the same coverage for the same price as the current policy. The Finance Committee therefore recommends switching from the town’s self-insured plan to Stratford’s Anthem plan. Rick Mahoney proposed a motion to switch to the Anthem plan, which is similar to what we currently have. Robin Sandler seconded the motion. Maryann asked for confirmation that the plan is the same; Rick assured Trustees that there would be no change in benefits. Robin noted that we will be able to switch back to the town’s plan if it’s cheaper next year; Rick confirmed the possibility, noting that the Anthem plan through Stratford has “a twelve month commitment.” All voted for approval.

Capital Campaign Committee –

Campaign update: The approval of Naming Opportunities was discussed. Chris Rucinski contacted the JBML to fund the DVD room at \$5,000, in honor of his grandfather. Robin Sandler moved to approve Naming Opportunities for Guilford Savings Bank for the Top Floor Main Stairway Lobby and Christopher Rucinski for the DVD room. Maryann seconded the motion. All voted for approval.

Raffle Ticket Sales: \$20 Raffle tickets for the Naming Opportunity of the Rotunda Gallery -- the rotating art exhibition space on the 2<sup>nd</sup> floor -- will be sold by Trustees in an effort to close the gap on the \$109,000 in capital campaign funds still needed. Tickets were distributed; Trustees were encouraged to sign up to sell them in booths at upcoming events on the Town Green this spring, summer, and fall. Karen will email a volunteer sign-up sheet. The raffle ends on February 1, 2019. Andy noted, “this is another way of keeping the community aware of the renovation.” The goal of raffle ticket sales is \$25,000.

Renovation Planning – Karen Jensen reported that the State Bond Commission approved our \$1,000,000 State grant on 4/13/18. The renovation project passed reviews by the Town Center Revitalization Review Board (TCRRB), the body that reviews the design, as well as the Planning & Zoning Commission (P&Z), which has approved the project to the scheduling/bidding process. Modifications will be made due to the fire code and then the project will go out to bid. Bidding is expected in May and June; Groundbreaking could take place in July.

Nominating Committee – Candidates for the FY 2019 officers were presented by Sandra Baldwin. Robin Sandler has agreed to serve as President; Maryann Amore has agreed to serve as Vice President; Rick Mahoney and David Henderson have agreed to serve as Treasurer and Assistant Treasurer again, respectively. Gina Wells has agreed to serve as Secretary again. Sandra asked Trustees to consider anyone interested in finance to take over the positions of Assistant Treasurer and Treasurer, as Dave’s

and Rick's terms end next year. Andy thanked Sandra for the slate and noted that officers will be voted in at the annual meeting, which will be held at POYCC on 6/6/18.

Governance Committee – Sandra Baldwin asked JBML's committee chairpeople to present a two minute presentation on their responsibilities; Governance should be alerted if there are any changes to current committee memberships. Sandra began with the Governance Committee, which is responsible for overseeing that all JBML committees have a chairperson and a suitable number of committee members to accomplish goals. Rick Mahoney outlined the primary responsibilities of the Finance Committee: tracking JBML's finances and investments, as well as hiring the auditor. Robin Sandler noted that the Building Committee has taken a back seat in the recent past due to the renovation project, but the committee is responsible for the day-to-day maintenance of the 100+ year old building; Building Committee members work in conjunction with Kathy Oxsalida. Ed Kirk stated that the Development Committee is responsible for seasonal fundraisers, generating event ideas, and working closely on fundraising events and appeals with Katy McNicol, Development and Outreach Associate Librarian. Andy McKirdy noted that the JBML also has several ad hoc committees. The Capital Campaign committee is tasked with raising funds for the renovation project and is comprised of several Trustees as well as some outside members. The Renovation Committee meets with the architect and engineer and is comprised of Andy, Karen, and Robin, as well as the First Selectman and two members appointed by the First Selectman.

7.) State Library Grant acceptance resolution – action: Two actions are needed with regard to the acceptance of the State grant. Rick Mahoney moved that Karen Jensen, the duly appointed Library Director, be empowered to execute and deliver in the name and on behalf of this organization a certain contract with the Connecticut State Library, State of Connecticut, for a State Public Library Construction Grant. Maryann seconded the motion. All voted for approval. A motion was made by Sandra Baldwin that all forms regarding the State grant uphold policies that comply with State statues. Maryann seconded the motion. All voted for approval.

8.) Library Director Annual Review – Karen will be emailing her annual report to Trustees regarding her goals; Gina will follow up with a short questionnaire about Karen's performance as Library Director. Trustees are asked to read Karen's report and fill out Gina's questionnaire so that discussion can ensure at the annual meeting in June. Katy McNicol ended the meeting by displaying the new JBML tote bags, which have the library's raised seal design and can be purchased at the library for \$15.

9.) Next regular meeting – June 6, 2018, 6:00 p.m.– Pine Orchard Club

The meeting was adjourned at 7 p.m.