

James Blackstone Memorial Library  
BOARD OF TRUSTEES MEETING  
Wednesday, July 10, 2019 6:00 p.m.  
James Blackstone Memorial Library

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BRANFORD, CONNECTICUT

MINUTES

Trustees in Attendance: Sandra Baldwin, Liz Ferguson, Polly Fitz, Beth Law, Rick Mahoney, Mary-Rita Killelea, Pat Sanders, Adam Spilka, Frank Twohill

Trustees Absent: Maryann Amore, Norman Dahl, Ed Kirk, Gina Wells

- 1) Polly Fitz called the meeting to order at 6:00 p.m.
- 2) Public Comments – none
- 3) Additions to the Agenda – none
- 4) Approval of Minutes (June)—Rick Mahoney made a motion to approve the minutes of June 5. Sandra Baldwin seconded the motion and all voted in favor.
- 5) Director's Report—Karen Jensen had forwarded a report in advance of the meeting. She reported that the renovation project is going well; the library is still waiting for furniture recommendations and pricing from the architect and most of the work on the first and second floors is complete. We have new computers delivered from LION awaiting installation in the computer lab; the next move will be relocating the nonfiction collection to the current reference area. The new teen librarian already has a waiting list for two new teen advisory groups.
- 6) Treasurer's Report—Rick explained the monthly financial report for the benefit of new board members. He reported that the contributions line looks high because the Friends made large gifts this year. Any surplus in the operating budget will be used to purchase furniture since the FF&E budget was eliminated from the project.
- 7) Committee Reports—*only as required*
  - Finance Committee—
    - Appointment of Auditor—Rick Mahoney moved to appoint Baily Scarano as auditor of the FY 2019 financials; Sandra Baldwin seconded the motion; all voted in favor.
  - Project Planning Committee—
    - Project Update—The entry is on schedule to be finished by the end of the summer; the project is on budget and on schedule to be completed in December.
  - Development Committee—
    - Shred-It Event June 22—Beth Law thanked Maryann Amore and Keira Cervoni for chairing the event. Over 9,000 pounds of paper was shredded and the event earned almost \$2,000

- Donor List Update—Beth Law and Katy McNicol explained the process of “claiming” donors in order to make personal connections. Over the next two months, they will circulate lists of “claimed” donors to trustees with the request for updating.

Governance Committee—

- Sandra Baldwin made a motion to appoint Heather Nolin for a term ending on June 30, 2022; Rick Mahoney seconded the motion and all voted in favor.
  - Committee Chairs made brief presentations regarding their respective committees; members of each committee were confirmed, and new trustees volunteered for their preferred committees. Karen will circulate an updated committee list.
- 8) Karen Jensen reviewed resources available to Trustees, and where they can be found. Most documents are available on the library’s website. She also circulated and reviewed a draft calendar of Trustee activities for the upcoming year and requested that all Trustees submit their annual conflict disclosure forms.
  - 9) Formation of Ad Hoc Committee to plan Grand Opening Celebration – This item was tabled until the September 4 meeting.
  - 10) Adjournment—Rick Mahoney made a motion to adjourn at 6:50pm; Pat Sanders seconded the motion and all voted in favor.
  - 11) Next regular meeting—September 4, 2019—James Blackstone Memorial Library