

**James Blackstone Memorial Library**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**Wednesday, December 6, 2023, 6:00 p.m.**  
**Location: Library Auditorium, 758 Main Street**

**Trustees (Present):** Michelle Blank, Chad Edgar, Nancy Goldstein, Larry Greenberg, Cheryl Kaiden, Mary-Rita Killelea, Janice Kochanowski, Beth Law, Pat Sanders, Sue Wharfe,

**Trustees (Absent):** Liz Ferguson, Lynette Gannon, Andy Melnick, Jack Thompson, Lisa Zwack

**Friends of the Library:** Barbara Barrett

**Staff:** Katy McNicol, Library Director, Kathy Oxsalida, Business Manager, Tina Strell, Development Director

**Yale SOM Fellow:** Zach Sims

**Public:**

Pat Sanders called the meeting to order at 6:02 pm.

**Approval of Minutes** — Mary-Rita Killelea moved to approve the minutes. Larry Greenberg seconded the motion. The motion carried.

**Presentation:** James Finch, Branford Finance Director, presented Branford’s Budget 101, including historical and current perspectives and processes.

**Director’s Report** – Katy McNicol shared that Mary Lockery (Miss Mary) will be retiring after 21 years of service. A search is underway to fill this position. Katy also announced that the library was awarded the State Construction Grant for \$153,266 to help fund the balcony enclosure.

**Friends of the Library** –Barbara Barrett reported that the Friends of the Library have identified a new location and are signing a three-year lease with move-in January 1. The Friends of the Library Holiday Basket Sale will take place from December 7-10.

**Treasurer’s Report** – Janice Kochanowski reported that the current value of the investment account as of close December 4, 2023, is \$3.879mm. The Artist in Residence account totals \$477k.

Kathy Oxsalida presented the variance report. She stated that the variance remains positive with high contributions, development, fundraising and grants, including a \$5k bequest from the estate of former Trustee Joan Berdick.

**Committee Reports**

**Executive Committee** – Pat Sanders shared that the Executive Committee met on November 28 and approved a medical leave for Trustee Lynette Gannon. The group also gained consensus that policy issues can be reviewed by the Executive Committee, as needed.

**Finance Committee**—Janice Kochanowski reported that the Finance Committee met on November 30. The committee discussed three items:

- **Cleaning services** – The finance committee reviewed options and approved and recommended hiring Auntie Bella cleaning services on a trial basis. Nancy Goldstein made a motion to approve. Beth Law seconded the motion. The motion carried.
- **Delaurentis Bequest amount increase for balcony project** – The finance committee has approved and is recommending to the Board increasing the monies from the Delaurentis bequest by \$17,965 to fund the balance of the Balcony enclosure. Michelle Blank made a motion to approve. Nancy Goldstein seconded the motion. The motion carried.
- **Library rental rates increase** – Going forward, rates for the Auditorium/Terrace and Rotunda/Reading Room will be \$300 & \$150 for Civic/Not for Profit and \$500/\$300 for all.

**NEXT Finance Committee Meeting is scheduled for Wednesday, January 3 at 5:00pm, if necessary.**

**Building and Grounds** – No update.

**Development Committee** – Tina Strell reported that the Annual Appeal is underway and to date has brought in \$14k. The Leadership Circle event is rescheduled for April 21. The mini golf event is scheduled for May 18-19 (national golf month) and the shred event is scheduled for June 8.

**Governance Committee** – Sue Wharfe shared that the committee continues to seek opportunities to diversify the Board.

**Branford Poet Laureate** – Katy McNicol shared that the Branford Poet Laureate committee selected an individual, Judith Liebmann. Goals and projects to come soon.

**Public Comment** – none

**Adjournment** – Nancy Goldstein made a motion to adjourn the meeting. Janice Kochanowski seconded the motion. The motion carried. The meeting was adjourned at 7:10 pm.

Next regular meeting will be held on January 3, 2024.

Respectfully submitted,  
Cheryl Kaiden  
Secretary

***Note: minutes are provisional until approved by the Board of Trustees.***