

James Blackstone Memorial Library
BOARD OF TRUSTEES MEETING MINUTES
Wednesday, November 1, 6:00 p.m.
Location: Library Auditorium, 758 Main Street

Trustees (Present): Michelle Blank, Chad Edgar, Liz Ferguson, Lynette Gannon, Nancy Goldstein, Larry Greenberg, Cheryl Kaiden, Mary-Rita Killelea, Beth Law, Andy Melnick, Pat Sanders, Jack Thompson, Sue Wharfe, Lisa Zwack

Trustees (Absent): Janice Kochanowski

Friends of the Library: Barbara Barrett

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

Yale SOM Fellow: none

Public: none

Pat Sanders called the meeting to order at 6:00 pm.

Change in Agenda – the Treasurer’s Report and Finance Committee Report will take place after Approval of Minutes.

Approval of Minutes — Mary-Rita Killelea moved to approve the minutes. Nancy Goldstein seconded the motion. The motion carried unanimously.

Treasurer’s Report – Jack Thompson reported that the value of the investment account as of October 31, 2023, was \$4.15mm. The account was down 1% from September 30 (\$4.20mm), but up 7% year-to-date (\$3.90mm).

Kathy Oxsalida presented the variance report. She stated that there is very little change from August with a small positive variance in income. The expense for salaries, payroll taxes and benefits will be adjusted when the June year-end audit is complete. The only other note is that Maintenance & Repair is over budget due to HVAC repairs.

Finance Committee – Jack Thompson reported on actions taken by the Finance Committee. The committee approved \$4k to improve lighting in the youth service area (the board previously voted to approve exploring costs for this project up to \$20k). The committee also reviewed and approved the budget for the garage project totaling an estimated \$79k to remove, repair and replace the metal roof structure and the chiller screen.

Larry Greenberg moved to approve the garage roof budget. Nancy Goldstein seconded the motion. Motion carried unanimously.

The NEXT Finance Committee Meeting is scheduled for Thursday, November 30 at 4:00 PM, if necessary.

Director's Report – Katy McNicol congratulated and thanked the Development Committee and Tina Strell for the successful Evening with the Spirits which raised over \$9,000 for Blackstone's programs and services. The library, along with other Town of Branford buildings, went pink and blue for the month of October in honor of Pregnancy & Infant Loss Awareness Month. The Branford Poet Laureate Selection Committee reviewed applications for the honorary position and narrowed the field down to two very strong candidates. The Committee will interview the candidates in November before making its final choice. Katy noted that the Branford Chamber of Commerce will use the library for a Legislative Forum in November. The Library's social media activities are receiving a positive response. The library will host a table at the YMCA Health & Wellness event in November.

Friends of the Library –Barbara Barrett reported that the Friends continue to explore opportunities for a long-term space. Trustees are invited to participate in their Holiday Gift Basket Fundraiser by donating items or baskets to be sold at the Holiday Gift Basket sale on December 7-12.

Committee Reports

Building and Grounds – Liz Ferguson noted that the Committee will now move forward with the garage repair project following the vote and that the Committee is waiting on news from the state regarding the grant submission.

Development Committee – Lynette Gannon congratulated the Development Committee, Tina Strell and the Board on the Evening with the Spirits. She noted that the Leadership Circle event will take place on November 19 and the Annual Appeal letter will be mailed following this event. The Committee is exploring the possibility of a mini golf event on May 18 & 19, 2024.

Governance Committee – Sue Wharfe shared that the Governance Committee is creating an ad hoc-committee to seek out diversity in Board Member recruitment.

Emergency Management Plan – Katy McNicol reviewed the recently updated Emergency Management Plan. She noted that the plan was signed off by the Fire Marshal and the Police Department. Once the plan is in place, she is planning in-service training with staff and then will schedule a fire alarm drill with the Fire Department.

Michelle Blank moved to approve the Emergency Management Plan. Mary-Rita Killelea seconded the motion. Motion carried unanimously.

Public Comment – none

Adjournment – Liz Ferguson made a motion to adjourn the meeting. Nancy Goldstein seconded the motion. The motion carried. The meeting was adjourned at 6:40 pm.

Next regular meeting will be held on Wednesday, December 6, 2023.

Respectfully submitted,
Cheryl Kaiden
Secretary

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