

James Blackstone Memorial Library
BOARD OF TRUSTEES MEETING
Wednesday, April 1, 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, Mary-Rita Killelea, Ed Kirk, Janice Kochanowski, Beth Law, Rick Mahoney, Pat Sanders, Adam Spilka and Frank Twohill

Trustees (Absent): Norman Dahl, Heather Nolin, Gina Wells, Jeff Vailette

Guests: Eloise Owens, Yale SOM Fellow

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

AGENDA

Polly Fitz called the meeting to order at: 6:03 PM.

- 1) **Public Comments** – none
- 2) **Additions to the Agenda** – none
- 3) **Approval of Minutes (March)**—Maryann Amore made a motion to approve the minutes; Rick Mahoney 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 adjusting well to remote work and staggered shifts in the building. The library continues to order books so that the collection will be current. All staff are working on assigned projects. The temperature in the building has been lowered, and we expect there will be a savings in electricity and maintenance supplies while the building is closed. Use of remote resources has increased. Karen also reported that a volunteer will be using our 3D printer to print PPE for Yale Hospital.
- 5) **Friends of the Library Report** – Karen noted that the Friends Mini Sale scheduled for May 16th on the Town Green is still on. Any updates will be posted by the library. The spring issue of Marble Columns is at the printer and will be mailed in the next week or so. Currently the Friends are not accepting donations and they have suspended sales on Amazon until it is safe to resume.
- 6) **Treasurer’s Report** – Assistant Treasurer Adam Spilka presented the February report, noting a significant surplus due in part to circumstances previously discussed: the overwhelming success of donations, lower salary costs due to circumstantial part-time employment and a winter season with very little snowfall. The Finance committee met to discuss the effects of the building closing due to COVID-19 which may also contribute to reduced expenses. The Finance Committee will be working with staff on the surplus. Adam also noted that market volatility continues and there has been no change to long-term investment approach.
- 7) **Committee Reports**—
 - Governance Committee—
 - Update on Board recruitment – Sandy Baldwin reported that the committee had interviewed two excellent candidates and have plans to interview three additional candidates via zoom.

Finance Committee—

- FY 2021 Budget – Adam Spilka reported that Town Board of Finance had approved the FY 2021 budget request with no recommended changes. In light of Governor Lamont’s Executive Order #71 which allows the RTM to authorize the budget-making authority to adopt the FY 2021 budget, Adam questioned whether the budget would undergo further review. Frank Twohill confirmed that the Branford RTM would not be approving the Town budget for the FY ‘21. He was told that the RTM was delegating budget authority to the Board of Finance to enact the budget.

Project Planning Committee—

- Update on Roof Repair – The committee met by conference call on March 12. The architect is preparing plans and a meeting is tentatively scheduled for April 9. The Town of Branford Board of Finance passed a resolution amending the resolution adopted in January, 2018 to appropriate \$5,245,000 to the renovation project. The amendment adds \$500,000 to the project. The amendment still needs to pass the RTM. Contract contingencies were also discussed, and Rick Mahoney expressed some optimism that the ceiling painting and balcony enclosure add/alternate projects could also be completed with the extra funding.

Development Committee—

- Road Race Update – There are still some questions to answer in light of the Covid - 19 pandemic. The contract has not been signed yet. The committee will discuss concerns with JB Sports before finalizing the contract.
- Shred It Event – The committee had set the date for June 27th. At this time, plans are on hold until the virus situation is more clear.
- April Appeal – Katy is working on communication to donors. We will participate in the Community Foundation for Greater New Haven’s *Great Give* scheduled for early May, but in light of our anticipated surplus, will suggest that our donors consider giving to Branford nonprofits with urgent needs, especially due to the COVID-19 crisis.
- Mini Golf March 28th & 29th – The event has been cancelled. Katy is calling sponsors to ask if they are interested in sponsoring the Road Race instead. We are refunding all money from ticket sales.

8) **Next regular meeting**—May 6, 2020—Location TBD. Sandy Baldwin made a motion to adjourn the meeting; the motion was seconded by Pat Sanders and the meeting adjourned at 6:55 p.m.

Respectfully submitted,

Karen Jensen
Library Director

Note: Minutes are unofficial until approved by the Trustees.