

**James Blackstone Memorial Library  
BOARD OF TRUSTEES MEETING  
Wednesday, May 1, 2019 6:00 p.m.  
Location: James Blackstone Memorial Library**

**AGENDA**

**Trustees (Present):** Maryann Amore, Sandra Baldwin, Jan Day, Polly Fitz, Ed Kirk, Beth Law, Rick Mahoney, Pat Sanders, Robin Sandler, Frank Twohill

**Trustees (Absent):** Keira Cervoni, Norman Dahl, Liz Ferguson, David Henderson, Matt Hughes, Gina Wells

**Guests:** Hatsie Mahoney, Friends of the Blackstone Library representative

**Staff:** Karen Jensen, Library Director

Robin Sandler called the meeting to order at 6:00 p.m.

- 1) **Public Comments:** none
- 2) **Additions to the Agenda:** none
- 3) **Approval of Minutes (April)—action**—Jan Day made a motion to accept the minutes of the April 3 meeting, amended to reflect that Frank Twohill was in attendance. Maryann Amore seconded the motion. All voted in favor with the exception of Rick Mahoney, who abstained.
- 4) **Director's Report:** The Director's report was circulated in advance of the meeting. The new entry is on schedule to be finished at the end of July, with the entire project to be complete in January 2020. Staff have completely moved out of the ground floor offices and tech services staff have a temporary location on the 2nd floor. Gennett Grinnell retired from her position as Associate Librarian for Technical Services April 30 and Sarah Mallory begins as Teen Librarian on May 14.
- 5) **Treasurer's Report:** Rick Mahoney reported that he is working on year-end projections. He noted that the library should issue an RFP for auditors and investment managers on a regular basis; this should be done in FY 2020. There was discussion around determining how often to review the auditor and investment manager; the Finance Committee will review the issue and present a recommendation at a future meeting.
- 6) **Committee Reports—only as required**

**Finance Committee—**

- Old Business – Friends \$25,000 unrestricted donation—Rick Mahoney made a motion to accept a resolution to transfer the Friends' unrestricted gift of \$25,000 to investments. Ed Kirk seconded the motion and all voted in favor.

**Project Planning Committee—**

- Project Update—Robin reported that the project is on schedule with a completion date of January 2020.

**Development Committee—**

- Spring Appeal—Beth Law reported that the Spring Appeal had earned \$9,555 to date and donations are still being received.
- Shred-It Event June 22—Beth distributed envelopes with tickets for the Shred event which board members are encouraged to sell. The flyer was also distributed for posting. Maryann Amore has organized a series of workshops to take place prior to the event.

**Nominating Committee—**

- Presentation of candidates for FY 2020 officers: Sandra Baldwin presented the following slate for election at the June 5 meeting:

President:	Polly Fitz
Vice President:	Maryann Amore
Treasurer:	Rick Mahoney
Assistant Treasurer:	Open
Secretary:	Gina Wells

**Governance Committee—**

- Review of Board Committees and current membership—a list of committee members was circulated in advance of the meeting. Sandra Baldwin requested that all Trustees review the list and indicate which committees they would like to serve on in FY 2020.
- Board Skills inventory—Kiera Cervoni has circulated a skills inventory form which she would like all Trustees to complete and return to her.

7) **Library Director Annual Review:** Gina Wells will circulate the forms for the Library Director’s annual review. Karen Jensen will submit her annual self-evaluation to Trustees by May 3, 2019.

8) **Next regular meeting—**June 5, 2019—Pine Orchard Yacht & Country Club, 2 Club Parkway, Branford

Submitted by Karen Jensen