

James Blackstone Memorial Library
BOARD OF TRUSTEES MEETING
Wednesday, October 2, 2019 6:00 p.m.
Location: Blackstone Library Conference Room

MINUTES

Trustees (Present): Maryann Amore, Sandra Baldwin, Norman Dahl, Liz Ferguson, Polly Fitz, Matthew Hughes, Beth Law, Ed Kirk, Rick Mahoney, Adam Spilka, Frank Twohill, Gina Wells

Trustees (Absent): Mary-Rita Killelea, Heather Nolin, Pat Sanders, Jeff Vailette

Guests: Hatsie Mahoney, Friends of the Blackstone Library Liaison

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

Polly Fitz called the meeting to order at 6:00 p.m.

- 1) **Public Comments** – none
- 2) **Additions to the Agenda** – A motion was made by Sandra Baldwin to include a report from the Celebration Committee. Rick Mahoney seconded the motion and all voted in favor.
- 3) Before the voted to approve the September minutes, Rick Mahoney suggested that The Andriole Group – Hightower Advisors give their presentation.
Presentation by The Andriole Group – Hightower Advisors Rick Mahoney introduced Charlie Andriole and his associates and informed the board that the Finance Committee met with them last week. The Andriole Group is JBML’s independent investment advisor and its custodian is Fidelity. They serve over 350 clients – from families to corporations –and assist in the full spectrum of financial planning. They passed copies of the Investment Policy Statement they prepared for the JBMLA and underscored it’s a “living, breathing document, not meant to be static.” Mr. Andriole stated that the “plan doesn’t put [JBML] in a compromised position with a volatile market” and that they “look at decisions on a stock by stock basis...to control the risk.” The Andriole Group is available for any questions. The report was reviewed with the Finance Committee last week. Rick Mahoney conveyed to the Trustees that the library is making prudent investments and that The Andriole Group fee is just under a 1% commission.
- 4) **Approval of Minutes (September)** —Polly Fitz made a motion to approve the minutes of September 4, 2019 and Sandra Baldwin seconded the motion and all voted in favor.
- 5) **Director’s Report** –Karen Jensen had sent her written report in advance of the meeting. Additionally, she circulated the ACLB’s newsletter. There will be a day-long conference sponsored by the ACLB on Friday November 8, 2019 held at the University of Hartford. She noted three Trustees are currently registered and urged others to let her know if they would like to attend as well. In library news, she noted that the public loves the new entryway and that the Friends’ Book Sale was an extremely successful and fun event (and was praised by the First Selectman). Karen informed Trustees that over the course of four Saturdays in October and November, the library will host a job search series, led by Katy McNicol, with a grant from the American Library Association.

6) **Treasurer's Report** – Rick reported that the auditors are finishing their fieldwork and there will be an auditor's report at the next meeting. There have not been any issues reported by the auditors to date. Rick noted that for the 2019-2020 audit that will be conducted in 2020-2021, we will have a "state-single" audit, which will add an expense to the auditor's report. He is unsure how much it will cost, but noted it's "likely an additional 20% for the testing for the \$1,000,000 library grant."

7) **Committee Reports—only as required**

Finance Committee— Rick noted that the Finance Committee's report was included in his Treasurer's report.

Project Planning Committee—

- **Project Update** – the Committee met last week to discuss the fiction area, the children's space and the balcony renovation. The architect will show staff how to arrange the fiction collection based on the placement of load-bearing walls. The roof over the auditorium has deterioration under the copper (water is seeping through the mortar in the granite) and needs to be repaired; the cost is TBD. Of note, the auditorium painting and enclosure to balcony were deemed "alternate projects," so we may need to use "alternate funds."

Development Committee—

- **Snuggle In & Read** – Beth Law informed Trustees that nine authors have pledged their efforts online. Flyers are ready and printed and will be posted around town. She encouraged Trustees to pass them out. Beth noted that the website has been updated, as well as Facebook and Instagram. Information is at the circulation desks. Beth reminded Trustees that this is the only fall fundraiser and asks for full participation from the Board: "Take a picture of yourself reading, post it, and donate!" Beth reported that the first \$50 donation came in when the event went live last night. Maryann Amore suggested that the library create a staging area for selfies to encourage patrons to participate. Polly noted that this is JBML's first "social media fundraiser" and thanked Beth for leading us in this effort.
- **November Appeal** – Beth circulated the fall appeal letter and asked that comments be made to Katy by Monday. Beth thanked Trustees for claiming donors and asked those that have not claimed donors do so by Nov. 1st, as packets of letters will be available to take home to personalize on Nov. 6th. Katy is available to help if there are any questions.
- **Capital Campaign Committee** –
Polly gave an update; she and Karen met with two donors and received an oral commitment for a gift. Polly reported that there is another individual with an oral agreement and that discussions continue. Polly noted that both potential donors came out of the recent reception.

- **Celebration Committee –**

Sandra Baldwin reported that the committee met this morning. They are planning a “Grand Opening Event Weekend” in late May or early June that will include something for donors as well as something for families and children (especially for teens). As an aside, Karen noted that she will introduce the new teen librarian at a future meeting, as she is a wonderful new addition to the library. Sandra noted the need for a committee to plan the event weekend and will be sending out emails to Trustees before the next Board meeting. Polly noted that some Trustees have already expressed an interest in serving on the committee. The committee will also consist of members of the Friends of the Library and the Capital Campaign Committee. Polly announced that she expects 100% Trustee participation in the Grand Opening Celebration.

- 8) **2020 Meeting Dates and Holidays** – Rick Mahoney made a motion to approve the meeting dates. Gina Wells seconded the motion and all voted in favor. Sandra Baldwin made a motion for the approval of holiday dates; Ed Kirk seconded the motion and all voted in favor.
- 9) **Next regular meeting** – November 6, 2019 – Blackstone Library.
Rick Mahoney made a motion to adjourn the meeting; Ed Kirk seconded the motion and the meeting adjourned at 7:09 pm

Respectfully submitted,

Gina Wells, Secretary