

**James Blackstone Memorial Library
BOARD OF TRUSTEES MEETING
Wednesday, February 5, 2020 6:00 p.m.**

Minutes

Trustees (Present): Maryann Amore, Sandra Baldwin, Norman Dahl, Liz Ferguson, Polly Fitz, Mary-Rita Killelea, Beth Law, Rick Mahoney, Heather Nolin, Pat Sanders, Adam Spilka, Frank Twohill, and Gina Wells

Trustees (Absent): Ed Kirk, 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: 6:02 PM

- 1) Public Comments – none
- 2) Additions to the Agenda – none
- 3) Approval of Minutes (January)—

The minutes were approved with one correction – to add Polly Fitz to the list of attendees. Rick Mahoney made a motion to approve the minutes as amended; Pat Sanders seconded the motion; all voted in favor.

- 4) Director’s Report –

Karen Jensen had sent a report in advance of the meeting. She reported that the library will display posters produced by the National Archives commemorating the 100th anniversary of the 19th amendment extending the right to vote to women. Karen also circulated information about upcoming Board workshops through the Community Foundation for Greater New Haven and encouraged Trustees to attend.

- 5) Friends of the Library Report—

Friends Liaison Hatsie Mahoney reported that the Friends are planning for a Mini Book Sale on the Town Green scheduled for May 16th. It will focus on spring and summer materials. It was noted that the new book sale cart in the lobby was eye-catching and earnings from the ongoing book sale have already increased as a result.

- 6) Treasurer’s Report –

A treasurer’s report was not available as the Finance Committee spent the month working on the annual budget request. A report will be presented at the next regular meeting.

- 7) Committee Reports—*only as required*

Governance Committee—

- The governance committee had interviewed Janice Kochanowski to fill a vacant term ending June, 2021. Her resume was sent to the Trustees for review and consideration. Sandra Baldwin made a motion to appoint Janice to the board of trustees; Norman Dahl seconded the motion and all voted in favor.
- Sandy Baldwin also reported that the Governance Committee is working to fill the four Trustee positions that will be vacant as of July 1. She encouraged Trustees to recommend suitable candidates; particularly people who have an expertise or background in Strategic Planning, Marketing or Development and Business.

Grand Opening Celebration—

- Sandra Baldwin reported that the committee had met, and after some discussion had decided to postpone the celebration planned for the Spring. Although the renovation is mostly complete, two named spaces – the

auditorium and Friends' meeting room – are not complete. The committee agreed that it would be appropriate to postpone the celebration until those areas are finished. Sandra Baldwin made a motion to postpone the event; Heather Nolin seconded the motion and all voted in favor.

Finance Committee—

- Recommendation for FY 2020 Auditing Firm – The Finance Committee had received proposals from 5 accounting firms. After reviewing the proposals, the committee recommends retaining the library's current firm: Bailey Scarano. Bailey Scarano presented the most cost effective proposal, and the auditors assigned from the firm will change due to personnel changes and the fact that the library needs to conduct a single state audit as a condition of receiving a construction grant from the State of CT. Rick Mahoney made a motion to appoint Bailey Scarano as the library's auditor; Maryann Amore seconded the motion and all voted in favor.
- FY 2021 Budget Proposal – The Finance Committee met with the library director and business manager to develop a proposed budget for FY '21. The budget was circulated in advance and includes a request for \$1,488,825 in Town funding. The request represents an increase of \$44,863, or 3.11%. Rick noted that Trustees should consider how we can save more money to increase the budget for material and collections. Karen noted that this line item has not increased since 2008. Rick Mahoney made a motion to accept the budget as proposed; Maryann Amore seconded the motion and all voted in favor.
- The library's capital request to the Town was also reviewed. The library will request \$20,000 for furniture refinishing and new tables for the auditorium; \$44,000 for security cameras; and \$30,270 for technology equipment. Rick Mahoney made a motion to accept the capital requests as proposed; Adam Spilka seconded the motion and all voted in favor.

Project Planning Committee—

- Project Update – Karen Jensen reported that the next meeting for the Renovation Project Committee is scheduled for February 13, when the architect is scheduled to present a proposal for repairing the rear roof above the auditorium stage. Karen also reported that she, Polly Fitz, John Herzan and Kathy Oxsalida had met with representatives from SHPO to discuss grant funding for the repairs. The library will submit an application once the scope and cost of the project are known. Karen and Polly attended the January 27 Board of Finance meeting to provide an update on the renovation project.

Development Committee—

- Mini Golf – on schedule for March 28 & 29. Beth Law reported that the committee had completed a course walk-through with the vendor providing all of the equipment; she thanked Mary Rita Killelea for making calls to potential sponsors, as well as Dr. Dahl and the Friends for their sponsorships, and noted that there are still several hole sponsorships available. She also asked Trustees to help obtain items for the silent auction. Katy distributed 8 printed tickets to Trustees to sell for the adult event Saturday 3/28/20. Tickets are \$40.
- Road Race Update – Beth Law reported that she has been in touch with JB Sports who is working with the Branford Police Department on course approval. If approved, the race in October will be the CT State ½ Marathon Championship. The next development meeting is scheduled for February 26 at 5:30 PM.

- 8) Yale School of Management Fellow – Heather Nolin presented information on the program and reported that she had met with the Fellow, Eloise Owens. Eloise will report to Karen and will work closely with staff and trustees.
- 9) Social Media Policy – Karen Jensen had provided the Trustees with a draft policy in advance of the meeting. Norman Dahl made a motion to approve the policy; Heather Nolin seconded the motion and all voted in favor.

- 10) Next regular meeting—March 4, 2020—Blackstone Library Conference Room