

James Blackstone Memorial Library
BOARD OF TRUSTEES MEETING
Wednesday, September 4, 2019 6:00 p.m.
James Blackstone Memorial Library

MINUTES

Trustees in Attendance: Maryann Amore, Sandra Baldwin, Liz Ferguson, Polly Fitz, Beth Law, Rick Mahoney, Mary-Rita Killelea, Heather Nolin, Pat Sanders, Adam Spilka, Frank Twohill

Trustees Absent: Norman Dahl, Matthew Hughes, Pat Sanders, Jeff Valette, Gina Wells

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

- 1) Polly Fitz called the meeting to order at 6:00 p.m.
- 2) **Public Comments** – none
- 3) **Additions to the Agenda** – none
- 4) **Approval of Minutes (July)**—Rick Mahoney made a motion to approve the minutes of July 10; Sandra Baldwin seconded the motion and all voted in favor.
- 5) **Director’s Report** – Karen Jensen had circulated a written report in advance. Additionally, she reported that proposals for security cameras have been requested from Omni Data and the library’s current vendor – Alarm Systems Inc. She reminded Trustees that the ACLB conference will take place in Hartford on November 8th, and circulated the ACLB newsletter. She also let Trustees know that the local chapter of DeMolay will sponsor the cost for a series of teen programs to be planned in the spring.
- 6) **Treasurer’s Report** – Rick reported that the auditor will be at the library on September 16. There was nothing notable in the July financial report and investments are currently performing well.
- 7) **Committee Reports**—*only as required*

Finance Committee—

- **Acceptance of Restricted Gift from Richard Blacher for Hotspot**—Richard Blacher made a donation to the library with the request that it be used to fund an internet hotspot. Rick Mahoney made a motion to accept the gift; Maryann Amore seconded the motion and all voted in favor.

Project Planning Committee—

- **Project Update** – Downes Construction has been working hard to make sure the library can hold a special “preview” event on September 6. The new entry will be open to the public in approximately 2 weeks. Furniture has been ordered for the conference room and computer lab. The Teen room is ready to move into. Nonfiction was moved to its new location in August. The final phases of the project involve completion of the new media room, fiction area and children’s space, and finally the auditorium. The project is on track to be complete at the end of

December.

Development Committee—

- **Donor List Update** – Beth Law reminded Trustees to update the donor list which is available as a google doc.
 - **Fall Fundraiser** – the Snuggle In and Read a Book Halloween Ball is scheduled for October. This is a social media event; participants are asked to register, make a donation, and share pictures of themselves reading: #snuggleinandread
- 8) **Typographical Corrections to Bylaws** – typographical corrections were circulated to the Trustees in advance of the meeting. All present agreed that the corrections were non-substantive, therefore not requiring a vote. The library director was authorized to make the corrections.
- 9) **Presentation by Friends of JBML Book Sale Chairs** – Joe Genua & Barbara Barrett shared their experience running the online and annual on-ground book sales for the Friends of the Library. This is a major fundraiser for the Friends, and proceeds are vital to the library, supporting such resources as HOOPLA, Kanopy, children’s programs, staff development, and much more. Trustees are encouraged to volunteer for the sale and spread the word.
- 10) **Formation of Ad Hoc Committee to plan Grand Opening Celebration** – Polly Fitz proposed the formation of an ad hoc committee to plan a celebration once the library renovation is complete in the spring. The committee will include representatives from the Board of Trustees, Friends of the Library and Capital Campaign Committee. Sandy Baldwin agreed to chair the committee. Rick Mahoney made a motion to approve formation of the committee; Ed Kirk seconded the motion and all voted in favor.
- 11) **Next regular meeting**—October 2, 2019—James Blackstone Memorial Library

Respectfully submitted,

Karen Jensen