

James Blackstone Memorial Library
BOARD OF TRUSTEES MEETING MINUTES
Wednesday, September 6, 2023
Location: Library Auditorium, 758 Main Street, Branford CT

Trustees (Present): Michelle Blank, Chad Edgar, Liz Ferguson, Lynette Gannon, Nancy Goldstein, Larry Greenberg, Cheryl Kaiden, Mary-Rita Killelea, Andy Melnick, Pat Sanders, Sue Wharfe, Lisa Zwack

Absent: Janice Kochanowski, Beth Law, Jack Thompson, Jeff Vailette, Victoria Verderame

Friends of the Library: Barbara Barrett

Staff: Katy McNicol, Library Director; Kathy Oxsalida, Business Manager; Tina Strell, Development Coordinator

Public: none

Michelle Blank called the meeting to order at 6:00 pm.

Approval of Minutes - Michelle Blank noted that her name was spelled incorrectly in the August minutes. Mary-Rita Killelea moved to approve the minutes. Nancy Goldstein seconded the motion. The motion carried.

Director's Report – Katy McNicol shared the new sound system for the auditorium was installed with funding from a Friends of the Library gift. The new phone system was also installed this summer. Katy attended a webinar from CLC on their new HR support service and through our CLC membership, we now have free access to an HR hotline and support from Employers Association of the Northeast (EANE). Joan Berdick, a previous longtime Trustee of the Blackstone Library, recently died and Katy noted that she was instrumental in making the previous renovation happen. Her daughter informed Katy that the library has been left a bequest in her will, to be received soon. Katy noted that The Association of Connecticut Library Boards will present a virtual program, Intellectual Freedom 101 for Library Boards Tuesday, September 12, from 7:00 to 8:30 pm, and invited the Board of Trustees to attend.

Friends of the Library –Barbara Barrett reported that the Fall Book Sale begins Thursday, September 14. The Friends of the Library lease at River Run ends at the end of September. The Friends hope to continue in this location month to month until they can find another site.

Treasurer's Report – On behalf of Janice Kochanowski, Pat Sanders reported that the current value of the investment account is \$3.821 mm. The change in value reflects an increase of \$30k from the July 12 value of \$3.791mm. Kathy Oxsalida presented the variance report. The year closed in June. The July monthly report is currently unaudited. Because of the payroll schedule, the July salaries line includes two weeks of June pay, and the auditors will journal-entry the amount back to June when they close the books.

Committee Reports Finance Committee — On behalf of Janice Kochanowski, Pat Sanders reported that the Finance Committee met on August 31. She noted a year-end gift from the Friends of the Library totaling \$22,898.00. The committee recommended the fund be used for: Friends Garden maintenance

\$1,000; 2024 Wishlist supplement \$5,000 (Calendar expansion (extra page x 4 quarterly printings), PLA Conference attendance for Library Director, books to supplement print collection, additional staff inservice day, additional staff appreciation); Shelving End Cap Panels & display supplies \$13,500 estimated; Tampon/Napkin dispenser, supplies \$750 estimated; Youth Services - Children's dept shelving and interactive play station (use balance). Balance: \$ 2,648. Cheryl Kaiden moved to approve the motion. Nancy Goldstein seconded. The motion carried.

Building and Grounds – Liz Ferguson shared that Katy McNicol completed the CT State Library Grant application. She recommended this money be used to offset the cost of the balcony renovation. She asked for approval of the Governing Body's Certification of Application. Michelle Blank moved to approve this motion. Nancy Goldstein seconded. The motion carried.

Development Committee – Lynette Gannon reported that plans are well underway for the Evening of Spirits on October 21, 2023. She also noted that the Board of Trustees will host a Leadership Circle reception on November 12, 2023.

Governance Committee – Sue Wharfe shared that the exit interview process was completed for former Board of Trustee members Matt Roth, Don Gentile, and Maryann Amore. Sue noted that we need one more Board of Trustee volunteer for the Building and Grounds committee.

Mary-Rita Killelea made a motion to adjourn the meeting. Andy Melnick seconded the motion. The motion carried.

The meeting was adjourned at 6:30 pm. Next regular meeting will be held on October 4, 2023.

Respectfully submitted, Cheryl Kaiden, Secretary

Note: minutes are provisional until approved by the Board of Trustees