



**Board of Directors
Regular Meeting Minutes
Tuesday, July 9, 2024**

Present: President Dave Hempson, Vice President Erin McCormack, Treasurer Maura Molnar, Secretary Kathryn Carlson

Trustees: Katie Armijo, Karen Bedard, Ralph DeMasi, Susanne Guske, Kristin LaBeau, Larry Palmieri, Amy Rolleri, Stephen Thomas

Staff: Library Director Nickie Marquis, Assistant Director and Adult Services Librarian Andrea Snyder

Absent: Manny Arroyo, Bob Lobkowicz, Stephen McClintic, Meghann Sandak

Members of the Public: none

Call to order – 6:30 PM

Public Comment Period – no comments

Approval of the Minutes – Minutes were approved from the Library Board meeting held on June 11, 2024

President's Report

Barrow Separation update – President Hempson reported that there would likely be a delay in the finalization of the agreement due to the unexpected and tragic death of Christine Detter, the Barrow attorney who was in charge of reviewing the draft document. Her workload will have to be reassigned to other attorneys in the firm.

New Building Information on website – We are working on putting new information on the website about the project and making sure the FAQs are up-to-date. The current website doesn't function well for the kind of image-heavy and dynamic experience we want the community to have, so we're working on a new microsite devoted to the new library project. Trustee Bedard remarked that she had already done some work on cleaning up the website and would walk the board through the changes during her communication subcommittee report. It was recommended that all trustees read and become familiar with the FAQs now and in a week or so when they are updated, so as to be able to respond accurately to questions from the public. The public should also be directed to the website as well.

Book Sale

Captain duties and volunteer training - Trustee Molnar reported that the set-up for the sale was complete. Sale coordinator Mary Giroux and her team had done a wonderful job. Trustees were asked to let Trustee Molnar know if they still needed to sign up for a time to work the sale. She will send reminders and instructions to everyone who has signed up. She reminded the trustees to get to their shifts early, go to the office to get their blue aprons and equipment, and meet and instruct the volunteers as to their specific responsibilities. Shift captains must keep the cash bag with them at all times. Cashiers must be able to use the credit card "Square" and Venmo. Shift captains were also reminded to ask volunteers to direct questions about the new building to them.

Parking - Parking attendants are still needed. President Hempson reported that he has completed the layout of the parking area and has changed it to accommodate more cars. Volunteers are asked to park behind the building.

Friends of the Library

Soft launch at Book Sale - Trustee LeBeau reported that she and her committee were having a soft launch at the book sale of the Friends of the Library (FOL) project she, Treasurer Molnar and Trustee Armijo were spearheading. It will be formally launched on the website in the near future. She indicated that book sale patrons could scan a QR code on a poster to get to a location to register to become a FOL at either a \$35 or a \$75 level. The \$35 level FOL would receive a sticker and the \$75 level FOL would receive a tote bag, both with an original FOL logo on them. We will also put a bookplate in a new book (librarian's choice) for each Friend. The money from the fees would go to supporting the operating budget. The FOL concept was a part of the last strategic plan, and President Hempson praised the committee for "taking it on and just getting it done". He stated that the entire board was excellent at taking on concepts and driving them to completion.

Fund-raising Committee

Capital Campaign update - Vice President/Fund-raising Chairperson McCormack reported that the last few months had been good for fund-raising. \$720,000 had been raised, with clean-up work still to be done at the end of the silent phase of fund-raising.

Salon events update - Several of the people who attended the Naples salon have indicated they would donate in June or July. She and Trustee Palmieri have secured a commitment from the Youle's to host a salon. They are very excited about the project and will invite selected guests who will want the most current information.

Vice President McCormack is proposing a gradual transition from the silent to the public phase, with the introduction of informational meetings to selected groups such as the Rotary, senior citizens, etc. She will continue to work on getting major gifts. She also recommended the hiring of a full-time fund-raising person for the next several months, instead of part-time people. At this time, the need is for someone to make contact with potential donors over and over, in order to finalize an actual in-person meeting with herself or President Hempson to make the possible donor understand how important the project is, and to make the "ask". President Hempson agreed and stated that we need to energize the process with new people. The fundraising committee will proceed to initiate these new tactics and brainstorm additional ideas.

Communications Committee

Website update - Trustee Bedard, with the help of Assistant Director Snyder, walked the board through the upgrades that have been made so far to the website, preliminary to the creation of the microsite. There are links to the process, the building design, FAQs, etc.

Fennell Street New Building Committee

Design Development meetings - President Hempson reported that the building committee met last week to review the final schematic design. There are still some areas as yet unresolved, such as the book store space, the office sizes, the front desk location, and the basement area. This will be resolved during Design and Development (D/D) which is underway now. The geotechnical contract has been signed. The building materials specifications are being reviewed and, in some cases, revised. The AIA contract for the work was reviewed by Trustee DeMasi and building committee members Doreen Simmons and Martin Harms. An attorney at Ms. Simmons' firm is also reviewing it, with as minimum time as needed.

Director's Report

Monthly report highlights - Director Marquis referred to her written report submitted with Board documents. Program attendance is already exceeding the attendance for all of last year. There are 100 programs in place for the summer. Assistant Director Snyder will be on Bridge Street on the local ABC channel 9 tomorrow at 10 A.M.

She was asked about reports that trees were hitting the windows on the east side of the building, that windows were dirty and weeds were growing up through the small porch. Trustee DeMasi reported that the maintenance committee was pulling together a maintenance manual to address such issues. Director Marquis said the trees straddle the property line and we're jointly working on correcting the problem.

Financial Report

Operating report and financials - Treasurer Molnar referred to the financial reports sent with the month's board packet. She reported that investments were doing well and even after taking out the yearly withdrawal they were up \$230,000. At $\frac{3}{4}$ of the way through the year our income was up and expenses were under budget so the projection is that the year will be well within budget. She specifically reviewed the income and expenses related to the building project so the board could follow the process.

Barrow Gallery Report

Trustee Rolleri reported that the Barrow had received a \$650 SKARTS grant. Carrie Lazarus of the local ABC channel 9 had done a segment in Extraordinary Places about the Barrow-sponsored village walking tours. The Barrow has had a lot of visitors lately (28 last Friday alone).

Other Business

There being no other business, the meeting was adjourned at 7:45 P.M.

Public Comment Period – no comments

The next meeting is scheduled for August 13, 2024 at 6:30 P.M. at the Library