



Board Meeting
Russell Library Hubbard Room
Tuesday, May 19, 2020
Virtual meeting via Webex.com

- . **Present:** Trustees Atherton, Becker, Berlind, Duggan, Fulton, Hadley, Jones, Nelson, Skowera, and Wisneski; Library Director Burkey; Assistant Director for Administrative Services Doyle; Assistant Director for Public Services Dattilo; Administrative Assistant Tsahalís

- . **Excused:** Trustee Russell

- 1. **Call to Order:** President Wisneski called the meeting to order at 6:39 p.m.
Mission Moment: Trustee Berlind mentioned that she has learned to download e-books but is nostalgic for the feeling of a paper book, and was inspired to create a “Little Free Library” for her neighborhood. Finding an old wooden box in the basement, she has enlisted the help of her husband to transform it into a library. Watch for the grand opening!

- 2. **Public Session/Comment:** There were no members of the public present and no questions submitted.

- 3. **Approval of Minutes:** It was moved (Trustee Skowera) and seconded (Trustee Atherton) to approve the minutes of the April 21, 2020 Board meeting. The motion passed unanimously with the mention of one typo.

- 4. **Administration Report – Ramona Burkey, Library Director:** the full report will be attached at the end of the minutes. Library staff have been busy behind the scenes interacting virtually with patrons. Director Burkey has learned that the public schools do not need to use the library this summer as a meal site. A phased re-opening plan for the library has been posted for board members on Google Docs. As staff begin working in the building again, perhaps as soon as May 25, their work spaces will be separate, and social distancing and sanitizing practices will be in use. Some projects staff will begin to work on are: quarantining and then checking in items from the book drop; distributing items from the *HOLD* shelves; building projects (carpet replacement); outdoor work; ordering materials; weeding the collection. Assistant Director Doyle is scheduling staff for these tasks.

- 5. **Old Business:**
 - a. Annual Company Meeting: This year’s meeting will be held virtually, due to ongoing concerns about the coronavirus. It was moved (Trustee Berlind) and seconded (Trustee Becker) that the Company meeting take place on Monday June 22 at 6:00 p.m., and that the June Board meeting take place on Tuesday June 23 at 6:30 p.m. The motion passed unanimously. Trustee Duggan offered her expertise to produce a library presentation, perhaps incorporating snippets from each trustee about the importance and rewards of serving on the board.

- 6. **New Business:**
 - a. Connecticut State Library Construction Grant: Director Burkey asked board approval to file an “intent to apply” form for a grant that would be used to update the lobby to make it ADA accessible and energy efficient and to install anti-microbial surfaces. It was moved (Trustee Nelson)

and seconded (Trustee Berlind) that library administration be authorized to file an "intent to apply" form for a grant of \$500,000 (half the funds would have to come from the city) to make improvements to the Russell Library lobby. The motion passed unanimously.

7. Committee Reports and Recommendations:

- a. Executive Committee Report: President Wisneski reported that the Committee has not met in the past month; that incumbent officers are willing to continue in their positions; that the executive committee will finalize the slate of officers; and that the executive committee will work on the annual director evaluation soon. Trustee Duggan made a plea for more minority representation on the executive committee; Trustee Fulton agreed to attend executive committee meetings as an intern so that she can learn what is entailed in these roles.
- b. Finance Committee Report: Trustee Becker, Chair, reported that the committee has not met in the past month but hopes to meet in June. The Company budget is running behind in both income and expenses, in large part because the library has been closed for the past two months. The city budget is on track; the endowment is down about \$140,000 due to recent stock market losses. A sum of \$9,000 was withdrawn from the endowment as part of the planned withdrawal of approximately \$50,000.
- c. Governance Committee Report: Trustee Skowera, Chair, submitted this report as he had to leave the meeting a few minutes early:
We met May 6th.
Jennifer Hadley was unanimously appointed Recording Secretary (thank you!)
By unanimous vote we set definition of a quorum for the committee (at least half the current filled committee seats)
We reviewed our charges under the ByLaws
We noted that due the resignation of Shawn Murdock, we will need the Board of Trustees to appoint a replacement
We have requested that the library staff compile the current orientation/information documents provided to new trustees so we can review and revise the onboarding process.
We reviewed the City-issued emergency leave policy. We had initial conversations regarding policies that may be in place when the library reopens, but are awaiting the first drafts from the administration.
We have scheduled our meetings for the first Wednesday of the month.
- d. Strategic planning: Co-Chairs Duggan and Wisneski reported that the committee has not met recently due to the pandemic. Consultant Maxine Bleiweis sent a useful document on how to proceed in the age of COVID-19.

- 8. Adjournment:** It was moved (Trustee Atherton) and seconded (Trustee Nelson) to adjourn at 8:49 p.m.. The motion passed unanimously.

Next Regular Board meeting: Tuesday, June 23, 2020, 6:30 p.m.

Respectfully submitted,

Wendy Berlind

Wendy Berlind, Secretary