



Finance Committee Meeting
Thursday, September 3, 2020
Via Webex
9:30 a.m.

Present: Trustees Atherton, Becker, Berlind, Duggan, Jones; Committee Member Robert Kirkpatrick; Library Director Burkey; Assistant Director for Administrative Services Doyle; Director of Finance & HR Administration Harlow.

1. **Call to Order:** Chair Becker called the meeting to order at 9:45 a.m.
2. **Public Session/Comment:** There were no comments from members of the public.
3. **Approval of Minutes:** It was moved (Committee Member Kirkpatrick) and seconded (Trustee Duggan) to accept the minutes of the March 5, 2020 Finance Committee meeting. The motion passed with Trustees Atherton and Duggan abstaining.
4. **Facilities/Engineering Assessment Update:** Library Director Burkey reported that she and Mayor Florsheim, and Jonathan Kinney of the State Historic Preservation Office, had toured the William Cooley Jr. House at 139 Broad Street to look at possible uses of the building. It is part of the Broad Street Historic District and any plans to renovate or destroy it would have to be reviewed by the CT Environmental Protection Act. After the tour, Director Burkey met with Trustee Nelson and Mayor Florsheim to discuss the need for a facilities assessment and perhaps a master plan for all three of the library's buildings. Mayor Florsheim is open to an application for at least \$150,000 to carry out the assessment and planning. The Common Council has voted to put a referendum question on the November ballot for a \$50,000,000 bond for roads, riverfront, parking, a recreation center, and perhaps the assessment.
5. **Welcome to new Finance Committee members:** Chair Becker welcomed new trustee members Kellin Atherton, Taneisha Duggan, and Sheila Jones..
6. **COVID-19 Financial Impact:** Library Director Burkey reported that there has been no significant impact on the library's finances resulting from the pandemic. There have been additional expenses for health and safety measures, some of which may be reimbursable with FEMA funds. With the library closed and later partially re-opened, gifts and donations have been low. The city budget has been spent down with the exception of a small amount in part-time salaries, thanks to the hard work of Assistant Director for Administrative Services Doyle and Director of Finance & HR Administration Harlow. Mayor Florsheim has stated that he does not anticipate mid-year budget cuts and that Sunday hours should be planned for. The endowment is recovering from losses earlier in the year and at the end of August stood at \$1,264,000.
7. **Next meeting:** The next meeting of the committee will take place on Thursday October 8, 2020 at 4:30 p.m. with Essex Financial Services
8. **Adjournment:** It was moved (Committee Member Kirkpatrick) and seconded (Trustee Atherton) to adjourn the meeting at 10:25 a.m.

Respectfully Submitted,

Wendy Berlind

Wendy Berlind, Secretary