

WHITING LIBRARY BOARD OF TRUSTEES

Minutes — November 9, 2020

Trustees:

Robert Nied, Chair - Present
David Lord, Vice Chair - Present
Ed Grossman, Treasurer - Present
Lyza Gardner, Secretary - Present
Colleen Garvey - Present
Cathy Hasbrouck - Arr. 10:42AM
Vanessa Heybyrne - Absent

Others Present:

Deirdre Doran, Library Director

CALL MEETING TO ORDER

Chair Robert Neid called the meeting to order at 9:30AM on the Zoom platform.

The agenda was amended to move the executive session pertaining to *Treasurer's Report/Health benefits* and *Review opinion from Town Attorney* to the end of the meeting (prior to adjournment) to better accommodate logistics of online meeting.

APPROVE MINUTES OF OCTOBER 19 MEETING

A motion was made (Ed/David) to accept the minutes of the October 19, 2020, meeting.
Approved by all present.

TREASURER'S REPORT

Treasurer Ed Grossman reported that income/revenues for the Library continues to be down (about \$3000) but that this is more than offset by donations (\$4100 higher than budgeted). Expenses are also still down. There may be a surplus in the personnel and benefits line item that could be used against next year's needs.

Review and adopt Investment Policy Statement

Ed Grossman explained some of the revisions that have been made to the draft Investment Policy Statement since the last meeting. Cathy Hasbrouck provided some additional edits on the morning of the meeting.

Robert Nied thanked the Board for working on this policy and stressed that it's essential to get it in place.

A motion was made to approve and adopt the Investment Policy Statement, including the edits proposed by Cathy Hasbrouck, amended to fix the spelling and duplication of Colleen Garvey's name was made (Lyza/David). Approved by all present.

Update on budget process: status, next steps, timeframe

Ed Grossman said he had a brief meeting with Library Director Deirdre Doran and Robert Nied about the budget process. A meeting is scheduled in December for the Library's budget to be proposed to the Select Board.

Robert Nied said that the budget can be discussed in a sub-committee, and a special meeting called for the Board to approve the proposed budget before presenting it to the Town.

DIRECTOR/YOUTH SERVICES REPORT

Library Director Deirdre Doran said that October was the first month that the Library was open "normal" hours, by appointment. Several Library programs were held over Zoom, and the Library now has its own Zoom account.

The Library obtained a new printer. The printer has fax capability but is not currently located near a phone line. It also has scan-to-email capability, which needs to be configured.

Grant funding for strategic planning

Deirdre Doran is working on a grant application for the American Library Association "Libraries Transforming Communities" grant, which is geared at helping small, rural libraries facilitate community conversations. The application is due December 2. The grant provides \$3000 towards "community conversations," which in the Library's case could be applied to strategic planning. First-round grant results will be announced on December 16. There is another round of grants available in January if the Library doesn't succeed in the first round. Deirdre Doran will ask Robert Nied to write a letter of support, and will be reaching out to Town Manager Julie Hance.

Deirdre Doran provided a draft of a community-room use policy to potentially allow one-on-one, pre-scheduled meetings, however, given the current uptick in COVID-19 infection rates, she said that this didn't seem like "a good time" to provide a meeting space.

Progress on heating system repairs

No progress is reported on work needed for the Library's HVAC systems. An old, unused air-conditioning unit has been removed from the stacks room. This removal exposed a wire for the emergency-exit sign, which had been drilled through when the A/C unit was installed. Deirdre Doran said that she would like to get that fixed before the wires are covered up again. Robert Nied said he'd follow up again on the HVAC work.

David Lord asked a question regarding the Treasurer's Report: Does Treasurer Ed Grossman think the Library will reach its fundraising goal for 2020? Ed Grossman says he's "optimistic".

Deirdre Doran mentioned some remaining silent-auction items in the Library basement and suggested holding some raffles or silent auctions. Lyza Gardner requested that some minor bookkeeping data be retained to help the Board track people involved in the raffle and what items were raffled or auctioned for what amounts of money.

OLD BUSINESS

Update on CRM solution implementation

Lyza Gardner gave an update on data imports into the Library's new Customer Relationship Management (CRM) software, Kindful, which will be used to organize donor and campaign information. She explained that donor demographic information, as well as donor transactions back to 2005, have been imported into the system. The data come from a single spreadsheet. The Kindful data set should be considered the "source of truth" for donor and donation information going forward. One next step is to decide upon and configure a payment processor (or processors) so that the Library can take donations online and have the data funnel right into Kindful. Another step is to sync up with Deirdre Doran's email mailing lists in Mail Chimp.

Ed Grossman asked how best to access the modern features of Kindful and still find the group that would be best served by a mailed appeal? Lyza Gardner answered that all of the data from the spreadsheet is in Kindful, and it can be queried and reported on as we need. We can get the data out that we need.

November fundraising campaign

Robert Nied said that it is time to break the discussion of fundraising topics into a committee. Trustees set a meeting of the fundraising committee for 3PM, Friday, November 13.

Personnel committee

A meeting of the personnel committee was scheduled for 3PM, Friday, November 20.

PUBLIC COMMENT

N/A

EXECUTIVE SESSION

A motion was made (David/Colleen) that the Board enter Executive Session at 10:30AM to discuss attorney-client communications regarding the Library's municipal status. Voted and passed unanimously.

A motion to exit executive session was made (David/Lyza) at 10:50AM. Passed unanimously.

APPROVE TREASURER'S REPORT

A motion to approve the Treasurer's Report was made (Lyza/David). Approved by all present.

ADJOURN

There being no further business, a motion to adjourn was made (Ed/Colleen) and unanimously approved. The Board was adjourned at 10:53AM until the next meeting on December 14, 2020.

Respectfully Submitted,

Lyza Gardner, Secretary