

# WHITING LIBRARY BOARD OF TRUSTEES

## DRAFT Minutes — February 8, 2021

### *Trustees:*

Robert Nied, Chair - Present  
David Lord, Vice Chair - arrived 10:15AM  
Ed Grossman, Treasurer - Present  
Lyza Gardner, Secretary - Present  
Colleen Garvey - Present  
Cathy Hasbrouck - Present  
Vanessa Heybyrne - Absent

### *Others Present:*

Deirdre Doran, Library Director

### **CALL MEETING TO ORDER**

Chair Robert Nied called the meeting to order at 9:31AM on the Zoom platform.

### **APPROVE MINUTES OF JANUARY 11, 2021, MEETING**

A motion was made (Cathy/Ed) to approve the minutes of the January 11, 2021, meeting.  
Approved by all present.

### **TREASURER'S REPORT**

Treasurer Ed Grossman will distribute an updated Profit and Loss statement when it's available; the Balance Statement provided to Trustees is up-to-date. The only significant non-payroll expense last month was some maintenance (about \$528).

The Board discussed the possibility of making a draw from the Preservation Fund to have funds reserved for the \$3120 health benefits match for 2022. This would represent about 1.8% of the current fund value. The Board did not take any action and will revisit this concern later in the year.

### *Issue with Taxpayer Identification Number (TIN)*

The TIN that the Library used to establish the Preservation Fund belongs to the Town of Chester. After some internal discussion and back-and-forth with bank advisor, the resolution was made that the correct terminology to use when associating the TIN with the Preservation Fund is:

Town of Chester  
Whiting Library Preservation Fund

(The Town needs to be referenced before the Library)

Ed Grossman has been flagging records in Kindful (the Library's donor-management system) that have undeliverable mailing addresses. He will follow up with the Town to see if he can find updated addresses for Town taxpayers. He has been working with Deirdre Doran to get an account configured with YourCause so that the Library can receive certain matched donations (specifically from IBM).

A motion to approve the Treasurer's Report was made (Cathy/Lyza); approved by all present.

Chair Robert Nied amended the agenda to add a discussion of a memorial for Suzie Forlie to Old Business, and to table the discussion of the draft Gift Acceptance Policy until the next meeting.

### **DIRECTOR/YOUTH SERVICES REPORT**

The new opening hours, with the Library open on Tuesdays instead of Mondays, took effect in January. Director Deirdre Doran is still tracking down various places where Library hours are listed on the Internet to make sure they've been updated.

#### *Status of front door fire code issue*

Countryside came last week and finished putting the new door lock on. This is complete: the front door is now compliant with fire code requirements.

#### *Status of heating system issues*

Deirdre Doran says she has not heard any updates on this; the heat is working fine.

New open shelving was built by a volunteer in the Children's room, which will be used primarily for storage of crafts and non-book items. Deirdre Doran is working on a grant application and a mail-in survey; she said she will share the survey draft with Trustees.

### **NEW BUSINESS**

#### *Review and approve draft Donor Information Protection Policy*

(Trustee David Lord joined the meeting.)

Chair Robert Nied said that a Donor Information Protection Policy is important as “we move increasingly into electronic systems.”

Cathy Hasbrouck asked if wording needed to be more specific around volunteer access to donor data (in the current draft, volunteers are prohibited from accessing electronic records, but Trustees may provide volunteers with certain data on a need-to-know basis, for example, lists of donors and mailing addresses for mailing campaigns).

There was some discussion on this. Robert Nied said that the policy puts a basic framework around how Trustees work with information, and that it could be more granular in the future.

Cathy Hasbrouck identified an extraneous *but* in the third sentence under *Access Controls*.

A motion was made to approve the Whiting Library Donor Information Protection Policy, as amended to remove the unnecessary *but* from the third sentence under *Access Controls* (Lyza/Colleen); approved by all present.

#### *Establish day and time for regular Board of Trustees meeting*

Robert Nied said that the most popular idea he’d heard from Trustees and interested parties about rescheduling monthly meetings was to hold them earlier than 9:30.

A motion was made to move regular meetings of the Whiting Library Board of Trustees from the second Wednesday of each month at 9:30AM to the second Tuesday of the month at 8:30AM (Lyza/Ed). Approved by all present; will take effect for the March meeting.

#### **OLD BUSINESS**

##### *Suzie Forlie memorial*

Several ideas were discussed about possible memorials for Suzie Forlie, including a memorial garden, a memorial plaque, or book purchases.

A motion was made to establish the Suzie Forlie Memorial Committee, co-chaired by David Lord and Cathy Hasbrouck (Colleen/Ed). Approved by all present.

#### **ANY OTHER BUSINESS TO COME BEFORE THE BOARD**

N/A

**PUBLIC COMMENT**

N/A

Robert Nied mentioned a letter written by Youth Services Director Carrie King to the Board of Trustees in thanks for their support of her hard work as reflected in her compensation and the recent adjustment of the Library's working hours to allow for two-day weekends.

**ADJOURN**

There being no further business, a motion to adjourn was made (Colleen/David) and unanimously approved. The Board was adjourned at 10:50AM until the next meeting at 8:30AM on March 9, 2021.

Respectfully Submitted,

Lyza Gardner, Secretary