



JJML Board of Trustees Meeting Regular Meeting Minutes Wednesday, October 18, 2023-DRAFT

Call to Order: President William McCoy called the meeting to order at 6:03 pm.

Attending Vice President Michael Garabedian, Treasurer Elliot Sroka, Secretary Robyn Obler, Trustees Diane Deger and Dan Glass and Executive Director Kelly Harris. Absent was Trustee Ann Sutphen. Members of the Public: Assistant Director Wonda Miller, Newly elected trustees Lisa Friscano, Megan Curren Schmidt

Period of Public Expression: President McCoy congratulated newly elected trustees Friscano and Curren Smith

Approval of Septemeber 20, 2023 Minutes:

Motion to approve Budget Hearing and Candidate Forum Minutes by Deger, seconded by Glass, unanimously approved (6-0).

Motion to approve Regular Meeting Minutes by Deger, seconded by Glass, unanimously approved (6-0).

Friends of the Library Report: Executive Director Harris reported the Friends trip to NYC was very successful. They are planning an author event to be held in the Library Rotunda. A new logo was adopted more in line with Library logo.

Treasurer's Report: Treasurer Sroka reported for the month of September and the third quarter.

the Library continues to be in good financial shape despite increased expenses for staffing, programming and building maintenance and repair.

the balance for this year is slightly ahead of the last two years.

Mortgage balance is down.

Revenue from T-bill investments has come in.

Library is still staying close to operating budget; building maintenance and repair is coming from capital reserves.

On a consent agenda Garabedian motioned, Glass seconded and the Board unanimously approved the following (6-0):

- Financial Reports dated September 1 – September 30, 2023
- Bill Payment List (formerly Warrants) number 13140 through 13165 totaling \$48,980.10
- Payroll Warrants:
 - *Payroll #18: 08/23/23 - 09/05/23 in the amount of \$43,635.50*
 - *Payroll #19: 09/06/23 - 09/19/23 in the amount of \$43,913.30*

Director's Report:



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Director Harris reported a successful Budget vote and Trustee election. Vice President Garabedian suggested extending voting hours

Renovations moving along as expected with various groups and organizations already meeting in some of the rooms in the Library. Expected opening is Halloween.

Plaque ordered for commemorating previous Board President Gloria Primm Brown.

Liz Hughes, teen library, attended Pierson curriculum night to promote library use and 100 Books before Graduation program.

Public feedback about renovation has been positive.

Statistics: adult program attendance up

Lots of website usage due to TikTok and increased wifi usage by patrons

Personnel Report: No Changes

Motion to approve personnel report by Sroka, seconded by Deger, unanimously approved (6-0).

Committee Reports:

- **Personnel:** Did not meet. President McCoy explained that committee will be meeting to revise forms for evaluating Director's performance. Discussion ensued about how process works.
- **Finance, Budget, Contracts & Legal:** Did not meet.
- **Building & Grounds:** Did not meet.
- **Policy & Long Range Planning:** Notary Public Service Policy approved by lawyer. On agenda for Board approval. Strategic Planning Retreat scheduled for November 13 at Cooper Hall
- **Outreach & Public Relations:** Did not meet. Discussion of annual appeal. It was decided to wait until year.
- **Mashashimuet Park Board:** Met. Trustee Deger reported that the Park is still working on CPF funding, newly updated bylaws adopted. Tree work is being done, considering buying a pick up truck. Deger is chairing the Governance committee.
- **One for the Books – Ad Hoc:** Did not meet.
- **Scholarship – Ad Hoc:** Did not meet. Donation of \$10,000 was received to fund scholarships this year.

Old Business:

- **HVAC Update:** Executive Director Harris reported Lizardo is half way through the design phase and will soon provide a report. Current HVAC system is functioning and any current issues have been addressed.
- **Flooring & Stack Replacement:** going well although count for shelving was short. Library will have a temporary range of shelves until matching unit arrives.
- **Nominating Committee:** Nominating Committee met and presented the following slate of officers for 2024:
 - **President:** Diane Deger



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- **Vice President:** Michael Garabedian
- **Treasurer:** Elliott Sroka
- **Secretary:** Lisa Friscano

Motion to approve new officer slate by Garabedian, seconded by Glass, unanimously approved (6-0).

New Business:

- **Notary Policy:** There will be two Notaries in the Library Assistant Director Wonda Miller and Archivist Catherine Tremblay. Executive Director Harris still needs to take the exam. Notary insurance needs to be acquired as well as stamps and log book. Service will begin in January.

Motion to approve notary policy by Glass, seconded by Sroka, unanimously passed (6-0).

- **Employee Salary Increases:** discussion of employee salary increases was moved to follow executive session.

Period for Public Expression: Trustee Elect Curren Schmidt asked who the Library's accountant is. Executive Director Harris responded it is Al Coster of Baldessari and Coster.

Executive Session: Motion made to enter Executive Session at 6:55 pm, for the purpose of discussing the employment of a particular person or persons, by Glass, seconded by Garabedian, unanimously approved. Motion to exit Executive Session at 7:08 pm by Deger, seconded by Sroka, unanimously approved (6-0).

Employee Salary Increases: Motion by Sroka, seconded by Garabedian to approve employee salary increases for FY 2024 as discussed, unanimously approved (6-0).

Adjournment: Motion to adjourn at 7:10pm by Glass, seconded by McCoy, unanimously approved.

Next Board meeting: Wednesday, November 15, 2023 at 6:00 pm.

*Respectfully Submitted,
Robyn Obler, Secretary*