Present: President Gary Spielmann, Vice President Patricia Altman, Treasurer Marian Sole, Ann Birckmayer, Kevin Gilrain, Lee Jamison, M. Carol Leber, Brad Lohrenz, Bernadette Powis, Marisa Rothstein, Kathryn Schneider, Christine Scott, Karen Vecellio, Mark Wilson, Director Matthew Pavloff

Excused: Jim Tuttle

Meeting called to order by Spielmann at 7:00 p.m.

Public Comments: None.

April Minutes: A motion was made by Powis, seconded by Leber, to approve the minutes of April 13, 2022, and passed unanimously.

Friends of the Library Report – Marie Orlando: Pop-up book sales going well – good interaction with the community, raising some money, many people still have books to donate. Book sale coming in September. Membership is at an all-time high.

Director’s Report – Pavloff: CDC has changed the library’s status again, and we will be requiring masks once again for now. MHLS is updating its user interface for the online catalog. Their tech people will be coming to install our new wireless router. The annual Meatless Monday has begun, and the response has been strong so far. We’re teaming up with the Sylvia Center to do some online cooking lessons. Hannaford is also partnering and donating produce for the cooking classes. There is a bill working its way through the legislature that has to do with overlapping taxing areas – for people who may be paying library taxes in more than one library district. It could eventually have an impact on us, and we’re keeping an eye on it. Matt attended NYLA’s Spring on the Hill conference – the focus of which was banned books. Mandy presented with Teach My Kid to Read at a conference of Connecticut librarians, and Emily is expanding our teen volunteer program. Summer reading program preparation is also underway.

Treasurer’s Report – Sole: We’re in good shape with our budget. However, the filing for the 2020 990 was not budgeted for, so that will be approximately $7,000. We are also looking at offering a retirement plan, so we may need to charge the Fundraising Committee with raising an additional $7,000 this year.

March Expenditures: Powis reviewed and signed off on the March expenditures, which included $11,753.29 from checking, and $703.62 on the credit card statement.

April Expenditures: Vecellio reviewed and signed off on the April expenditures, which included $14,746.72 from checking, and $995.85 on the credit card statement.

May Expenditures – Wilson will review.

Motion to approve treasurer’s report was made by Leber, seconded by Wilson, and passed unanimously.

Committee Reports:

Building & Grounds – Schneider: Got quotes for propane – signed a contract with First Fuel. Harry Birckmayer has been overseeing the garden crew. Working on getting a pedestal for the sundial, and hoping to dedicate it in the fall. Disaster Response Plan was reviewed and items in the plan were checked to make sure they are stocked and operational.
Finance – Sole: Looked at 403B plan and SIMPLE IRA for employees. The Committee prefers the SIMPLE IRA – it can be provided to all employees and not just those who are full time. The cost to us would be approximately $3,900 annually. Motion by Sole, seconded by Rothstein, to put in place a SIMPLE IRA plan for all employees with a mandatory two percent contribution. Motion carried unanimously. The Finance Committee will work out the details of the plan.

Audit/Financial Review – Leber: The 2020 financial review report was distributed. Leber moved that we waived competitive bidding for the financial review by UHY, and the ex-post facto approval of $7,250 to pay for the review. The motion was seconded by Sole, and carried unanimously. The 2020 990s were filed late due to the change in financial advisers.

For 2021, we have $8,000 budgeted for a financial review/audit. The cost for an audit would be $10,000-15,000. A review would be $6,000-7,000. The financial adviser feels that an audit is not necessary since our budget is less than $1,000,000. She said that an audit would review our internal controls, which the Finance Committee is reviewing. Leber moved that we waive competitive bidding, and engage UHY to conduct a financial review of fiscal year 2021. Motion seconded by Sole and carried unanimously.

Operations – Altman: Committee did not meet this month. A revised copy of the Bylaws was distributed, and Altman requested we take another look at the section of the bylaws we changed regarding term limits. The Operations Committee would like for the language to state that trustees can serve for three consecutive terms, then shall not be allowed to serve on the board for one year. Motion by Rothstein that we revise section 4b of the bylaws regarding term limits, stating that, “Upon completion of a third consecutive term, trustees shall not be allowed to serve on the board for one year.” Motion seconded by Scott, and carried unanimously.

Motion by Altman, seconded by Wilson, to revise bylaws section 7b – “The Nominating Committee will be comprised of one officer who shall not be the president, four sitting trustees, and one member of the Friends of the Library who shall serve as a non-voting member.” Motion carried unanimously.

Fundraising – Lohrenz: Wendy and Gary Spielmann will be hosting a party in honor of AnnaLee on June 18th. Save the date and/or invite will be sent out shortly. September 17th/18th will be an additional fundraiser involving professional artists.

Sustainability – Wilson: Committee has met twice to begin looking at the tasks ahead. The first major task is to become certified, so we are looking into that process with Matt’s help. Three pillars – economic, environmental, social sustainability. This will involve other committees of the board as well. Jim Tuttle started putting together an analysis of our electricity usage that the committee will be looking at.

Old Business: Assistant director job description – Matt is working on the language.

New Business: 2020 Census data – Gary and Matt are reviewing the demographic data.

Public Comments: None.

The Good of the Order: Nothing.

Motion to adjourn at 8:24 Made by Jamison, seconded by Sole, carried unanimously.