

Library Board of Trustees
Somers Public Library
November 14, 2023
Special Meeting



Members present: Catherine Embriano, Lisa Gladysz, John Kelleher, Jack Kertenis, Ann Levesque, Marybeth Marquardt, Andy Phillips, Bob Socha (joined at 7:20 PM)
Absent (excused): Mike Gruber
Also present: Joanne Nichting, Library Director

Prior to the start of the meeting, David Marti, Somers Town Clerk, swore in the 3 newly elected members of the Library Board: Catherine Embriano, John Kelleher, and Marybeth Marquardt. Mr. Marti then left the meeting room.

Chairperson Andy Phillips called the meeting to order at 6:34 PM. Each Board member introduced themselves to the group.

First Audience to Citizens: None

Approval of Minutes: Minutes from the October 17, 2023 meeting were presented and reviewed. Mr. Kertenis moved to approve the minutes; seconded by Ms. Marquardt. Unanimously approved.

Correspondence: Earlier in the month, the Board received the latest edition of the ACLB newsletter which Ms. Nichting circulated via email on November 1, 2023.

Treasurer's Report:

The transition of the Treasurer's duties from Gene Grayson to Ms. Marquardt began after the last meeting. This month's report was distributed and presented by Ms. Nichting due to the transition. She explained the various accounts and endowment funds to the new Board members. She also noted an incorrect ending balance date, which should read 11/9/23 rather than 10/12/23. The Treasurer's report will be filed for audit with the noted correction.

Financial Business:

The FY24 year to date financial report was presented by Ms. Nichting. The purpose of individual line-item expenses was explained, including the substantial automated services expense, the majority of which is spent early in the fiscal year for the Bibliomation network. The report will be filed for audit.

Ms. Nichting then presented the FY25 budget, along with supporting documentation, which was reviewed and approved by the Budget Committee. She explained individual line-items, noting the rationale for variances from the current budget. The consensus of the Board was that the budget appears reasonable and reflects prudent spending. Ms. Nichting will submit the budget to the town Chief Financial Officer via email on November 15th.

Mr. Phillips and Ms. Nichting reported that during a recent meeting with the town CFO, the possibility of the town cutting all Board of Trustees checks was discussed. The mechanics of how this would work are yet to be determined, but

the end result would be the town withdrawing funds from the Board's account at Webster Bank. Discussion ensued about the pros and cons of the approach. It was decided to table the discussion until the next meeting.

Committee Reports:

Friends of the Library – Mr. Kertenis reported on the most recent FOL meeting during which the success of the home tour and recent book sale was discussed. During the FOL meeting, Ms. Nichting presented her wish list for programs and museum passes totaling approximately \$3,900, which the Friends approved. The spring book sale dates were set for April 19 - 21, 2024.

Policy Committee – As a follow up to the new Collection Development Policy which was approved last month, Ms. Nichting presented an updated Gifts and Donations Policy which was reviewed and approved by the Policy Committee. She walked through the policy's contents at a high level. Ms. Gladysz moved to approve the amended Gifts and Donations Policy as presented; seconded by Ms. Levesque. Unanimously approved.

Old Business:

Warner Reading Room Signage – Ms. Nichting provided a mockup of the proposed signage for the Warner Reading Room, noting the letter size and burgundy color. Mr. Socha moved to approve the proposed signage at an approximate cost of \$1,626. Seconded by Ms. Levesque. Unanimously approved.

New Business: None

Director's Report:

Ms. Nichting presented her Director's Report to the Board, which included general library information, program attendance, circulation, meeting space usage, and other statistics. She noted that the people counter seemed inaccurate for the month of October and it was speculated that the counter beam may have been disrupted during the FOL book sale. She also reported that she will be on vacation from November 18th to December 4th and that Marie Stromwall will be in charge during her absence. The report was accepted as presented.

Second Audience to Citizens: None

Due to the next meeting's agenda items and its proximity to Christmas, Mr. Kertenis made a motion to meet on December 12th instead of December 19th. Seconded by Mr. Kelleher. Unanimously approved. Ms. Nichting will file the requisite paperwork with the town. Meeting was adjourned at 8:17 PM.

Respectfully submitted,
Lisa Gladysz

MINUTES NOT OFFICIAL UNTIL APPROVED AT A SUBSEQUENT MEETING