

# WHITING LIBRARY BOARD OF TRUSTEES

## Minutes — May 11, 2021

### *Trustees:*

Robert Nied, Chair - Present

David Lord, Vice Chair - Present

Ed Grossman, Treasurer - Present

Lyza Gardner, Secretary - Present

Colleen Garvey - Absent

Cathy Hasbrouck - Present

Donna Shields - Absent

### *Others Present:*

Deirdre Doran, Library Director

## **CALL MEETING TO ORDER**

Chair Robert Nied called the meeting to order at 8:34AM on the Zoom platform.

A motion was made (David/Cathy) to add an executive session to the agenda after the first item in *Director's/Youth Services Report*, in order to discuss a strategic planning proposal related to the Library's award of the *American Library Association: Libraries Transforming Communities* grant. Approved by all.

## **APPROVE MINUTES OF APRIL 13, 2021 MEETING**

A motion was made (Ed/David) to amend the draft minutes of the April 13, 2021 meeting as follows:

- Add Colleen Garvey's name to the list of those on the Suzie Forlie Memorial Committee under *Updating Committee Membership*
- Change topic heading from *APPROVE MINUTES OF JANUARY 11, 2021, MEETING* to *APPROVE MINUTES OF MARCH 9, 2021, MEETING*

Minutes approved as amended, unanimously.

## **TREASURER'S REPORT**

Treasurer Ed Grossman noted that the name change of the former *Wealth Management Account* to *Preservation Fund* still hasn't worked through all of the relevant financial systems and reports. There is no update yet on getting the Library set up on the YourCause (Blackbaud)

platform to be able to accept donations—a “group tax exemption” form is needed. This is ongoing and involves communication with Town officials.

Treasurer Ed Grossman voiced his support for the Library continuing to coordinate Green-up Day activities. He also mentioned that there is an unusual and significant amount of available funding (from various sources) due to pandemic and other reasons—he suggested discussing some of these possibilities during upcoming strategic planning.

A motion was made (Lyza/David) to approve the Treasurer’s report. Approved by all.

## **DIRECTOR/YOUTH SERVICES REPORT**

The Library continues to prepare to welcome patrons back into the Library building. The Library staff is no longer quarantining books after return, as there is no evidence of spread of COVID-19 through material quarantining, but are still wiping surfaces down.

The Library has been awarded multiple small grants recently, including a technical grant that will be used to purchase Google ChromeBook laptops—Library Director Deirdre Doran plans to purchase three of these laptops this month.

Robert Nied said he’s heard a lot of positive feedback about the Library’s involvement in Green-up Day.

### **Update on strategic planning grant award and next steps**

The Library has been awarded the *American Library Association: Libraries Transforming Communities* grant. The grant is targeted for the hosting of community conversations about Library planning and strategy. These conversations can then help drive the Library’s strategic planning. Dierdre Doran notes that the grant funding must be used for community conversations only (the Library’s own strategic planning is separate). Community conversations must be held by October 31, 2021.

Deirdre Doran has been in contact with consultant Amy Howlett about arranging and facilitating these community discussions. Amy Howlett has reviewed the original grant application and has had a phone conversation with Deirdre. Deirdre says the Board will need to decide whether or not to approve a contract with Amy Howlett.

Deirdre Doran said that a committee should be formed pertaining to strategic planning. Members of this committee would have responsibilities that include: helping with crafting a community survey; acting as a sounding board for questions and ideas; structuring breakout groups for conversations; and creating the strategic plan itself. Deirdre says that she expects the overall process for strategic planning to last the rest of the year. She is also looking for recommendations for community members to involve in discussions.

### **Update on recent inspection of the heating systems**

No update. Library Director and Board are waiting on response from outside parties.

### **Update on status of exterior lighting issues**

No update. Library Director and Board are waiting on response from outside parties.

### **Executive session**

A motion was made (Cathy/Ed) to enter executive session to discuss a contract proposal from Amy Howlett related to the *American Library Association: Libraries Transforming Communities* grant. Board enters executive session at 9:05AM and exits (Cathy/Ed) at 9:21AM.

A motion was made (Cathy/Lyza) to authorize Treasurer Ed Grossman to sign a contract with the consultant Amy Howlett in an amount not to exceed \$1000, for the purposes of facilitating and advising on community discussions, per the *American Library Association: Libraries Transforming Communities* grant. Ed Grossman abstains, all others in favor.

## **OLD BUSINESS**

### **Report from the Suzie Forlie Memorial Committee**

David Lord Has compiled a list of people who have an “active, enthusiastic” interest and is still working on coordinating a meeting.

### **Timeframe for launch of spring fund drive**

The Board is aiming for a June fundraising drive.

### **Set date for Fundraising Committee Meeting**

The Fundraising Committee will meet, via Zoom, at 4PM on Monday, May 17.

## **NEW BUSINESS**

Deirdre Doran reiterates the need to establish a Strategic Planning committee. Trustees Robert Nied and Ed Grossman will participate on the committee.

## **PUBLIC COMMENT**

N/A

## **ADJOURN**

There being no further business, a motion to adjourn was made (Cathy/David) and unanimously approved. The Board was adjourned at 9:36AM until the next meeting at 8:30AM on June 8, 2021.

Respectfully Submitted,

Lyza Gardner, Secretary