

East Norwalk Association Library Board
Meeting Minutes
January 21, 2020

In Attendance: Sarah Mann, Kathy Cray, Minnieola Davis, Janet McRae Knight, Roberta Bauchner

Staff: Sylvia Archibald

Public: None

President's Report: Sarah called the meeting to order at 6:40 p.m.

MSP the November 12, 2019 Meeting Minutes.

Sarah went to a Craft Fair to speak to vendors about participating at an East Norwalk Association Library Fair the weekend before Mother's Day.

We should speak with Ripka's about being the beneficiary of their 2020 Christmas Tree Sale.

The December Holiday Fair and Justin's Magic show were a huge success. It did not appear that anyone missed us not having a Santa Claus this year. We will need more stickers for next year's Fair.

There was a discussion as to how to control boisterous children. Sylvia suggested that we pause the show and ask the parents of said child to deal with the situation instead of having the presenter handle it.

The Library heating is temporarily fixed.

Sarah and Minnie will go to the TTD meeting Monday evening to defend the Library's budget if necessary.

MSP the President's Report

Treasurer's Report: Kathy stated that will still have to raise \$1793.03 for the TTD Match.

Our income is running under Budget due to a decrease in Hall rentals. The annual income for Hall rental is projected to be \$5000 under Budget.

Some expenses are running substantially over Budget such as Adult Library books, Magazines and Newspapers, Videos/DVDs and Stationary and Supplies. Also over Budget are the Children and Adult programs. Hopefully, this will be offset by the lines that are running under Budget.

Kathy reminded us that the monies allocated for the kitchen remodel should be spent in this Budget year.

The Board approved the 401K expenditures for Sylvia. The annual fee for this year is \$2767.00. It will amount to \$1,267.00 in the next budget year.

Kathy asked Sylvia to check on some Hall Rental delinquent payments from last year.

Kathy asked Sylvia if there are any capitol asks for next year. She replied that either the upstairs of the Library should be painted or the floors refinished.

The Board also approved the amendment to the Budget to reflect the \$231 for electric.

MSP the Treasurer's Report

Director's Report: Sylvia reported that the furnace has been worked on repeatedly but we are still waiting for a part. In the meantime, the Library has heat.

Sylvia will call Kudo Remodeling to do the kitchen work. His quote from last year was \$5,700.00

Sylvia is still working on the Personnel Handbook but other projects and staffing limits are slowing the work down. She is shifting the fiction section to make room for additional books.

Programming will resume with our Easter Program on either March 28th or April 4th. Sarah will ask her husband to reprise his role as the Easter Bunny.

The 2020 redevelopment grant has been submitted and accepted and the quarter's P&L has been submitted to the TTD for matching. Sylvia is currently writing for two additional grants.

Sylvia suggested quite a few fundraising ideas with a goal of raising \$1,500.00. They will be looked into.

Board members were asked to send the fundraising letter to at least 12 companies with the hopes of raising \$1,200.00. We will also continue with our book sales, possible vendor sale and popcorn or candy sale. It was suggested we display a donation jar at all our programs.

MSP the Director's Report

New Business: Sarah and Minnie will get together to discuss the Vendor Fair.

Old Business: None

MSP to adjourn the meeting at 8:09 p.m.

Next Meeting Date: March 17, 2020

Respectively submitted,

Roberta Bauchner, Secretary