

East Norwalk Association Library Board
Meeting Minutes
February 20, 2018

In attendance: Janet McRae Knight, Minnieola Davis, Sarah Mann, James Anderson, Nicholas Clarke, and Sarah Mills

Staff: Sylvia Archibald

Sarah Mann called the meeting to order at 7:04pm.

Sarah Mann announced that this would be Jim Anderson's last meeting as he is resigning from the board. She thanked him for his many years of service.

MSP the January 16th 2018 meeting minutes.

Sarah reported that the library was participating in Giving Day an annual event to help not for profits to raise funds. We will be promoting it through our Constant Contact list, Facebook the City Cite and Sarah Mills said that she would do an email blast to help us get the word out.

Sarah Mann noted the nice article in the latest TTD newsletter.

The board discussed the 401K issues. Sarah Mills suggested that Sylvia contact Oldham Resources, the company that the NPS uses.

Further discussion about the budget presentation to the TTD.

The board discussed increasing the fundraising opportunities. Sarah Mann will speak to the TTD to revisit the possibility of parking during the Oyster Festival. Jim will speak to Wells Fargo to see how they handle the insurance issue over there. Jim spoke about the success of the Taste of East Norwalk.

Sylvia mentioned the April Book Sale.

Sarah Mann reminded the board that we failed to vote on the date of the Annual Meeting change so we would have to vote on that as per our by-laws.

MSP to change the " Date of the East Norwalk Association Annual Meeting to September from January to better accommodate the budget cycle".

Sylvia passed out the Code of Ethics and Conflict of Interest Statements for Janet and Minnie to sign.

Further discussion about the 401K plans. Vanguard and Fidelity do not have a set up fee however there is a Simple IRA 2-3% match by the company a \$25 Annual fee by employee. Because we accept public funds we can't do the match. Sylvia has a call into the State to see if they have any information about the 401K issues and will get back to us. For now the issue is tabled until after the TTD Annual Meeting and we see where our budget ends up.

Sylvia believes that our target customer so to speak is the middle school student, as the middle schools do not have libraries. We will be receiving new computers for the Children's Room and Sylvia may be receiving a \$6000 grant from Redevelopment for a Robotics Program. We will find out about that grant on March 1st.

Director's Report

Sylvia suggested that we begin charging for some programs. The board discussed this and decided to let SA use her discretion.

Sylvia looked at what other libraries are charging for service fees (copies, fax,). The board decided based upon Sylvia's recommendation that we raise our fees to the following: .25 copy, .75 color copy, \$1.50 fax \$1.extra fax, .25 scan, .25 computer print. MSP.

Sylvia has agreed to participate in the Mayor's Summer Youth Employment Program-as long as it does NOT cost the library anything.

It was brought to Sarah Mann's attention that the former director uses the title of Executive Director East Norwalk Library on his Twitter account and suggested to her that we send a cease and desist letter. After a discussion it was decided that we would ignore the transgression. MSP

MSP to go into Executive Session to discuss personnel issues.

MSP to exit Executive Session.

MSP to adjourn 8:35pm

Next Meeting Date: March 20th 7pm.