

East Norwalk Association Library Board
Meeting Minutes
March 19, 2019

In Attendance: Kathy Cray, Minnieola Davis, Janet McRae Knight, Michael Deller,
Nicholas Clarke, Roberta Bauchner

Staff: Sylvia Archibald

Public: None

President's Report: Minnie called the meeting to order at 6:37pm.

MSP the February 19, 2019 Meeting Minutes

It was decided unanimously that the Book Sale for May be cancelled. There is not enough interest from the public to have them every month. We will have our next "bag sale" in June and Sylvia will order the bags in May. Our Book/Vendor Sale will be held on April 13th.

The Don Carmelo fund raiser will be held all day on April 8th, 9th and 10th. Anyone attending must say they are there for the East Norwalk Library.

MSP the President's Report

Treasurer's Report: Kathy sent a letter to Stew Leonard's requesting the Library be considered for their Wishing Well.

Profits from the monthly rentals are down.

We are doing well with our fundraising and expect to raise \$11,500 for the TTD match. We are also on pace to close our fiscal year at budget, barring any extraordinary expenses.

MSP the Treasurer's Report

Director's Report: The Board voted to accept the new Harassment Policy with a few very minor changes.

Sylvia reported that the TTD has not yet repaired the fire Marshall's issues or the cracks in the windows.

The Library has been awarded \$7000 from the CDBG for next year's budget. Our TTD match for next year is \$10,000 leaving us to raise \$3000.

This year's invoices/paperwork re the grant have been submitted for reimbursement. The funds should be received by May.

We have sold \$228 in popcorn to date half of which is our profit.

The March Book/Tag Sale raised \$150.

A woman spoke with Sylvia about conducting a private Zumba class in the Library on Monday evenings from 7-8 or Tuesday evenings from 6:30 to 7:30. Sylvia informed her that according to our contract, she could not charge for the classes. There was a discussion as to whether she would need insurance to hold these classes. After much discussion, it was concluded that she would need to show proof that she had insurance so the Library would not be held liable for any injuries that might occur.

Michael will be in touch with the Norwalk Historical Society to find out what exactly is being done with the materials they took from the East Norwalk Library. We did not "gift" them to the Historical Society but gave them to them to be preserved and archived with the intention of being able to have them back periodically for historical programs of our own. We asked Michael to prepare a letter to the Historical Society detailing the above; and, once the letter is reviewed and approved by the Board and the Director, it will be sent to the Historical Society.

After a very long discussion, it was decided that no letters concerning the Library and/or Board will be sent to the public without first being approved by the Director and Board.

Our Easter program will be held on April 6th from 11-12:30. Children will be able to build an animal, create an Easter basket and take a picture with our visiting Easter Bunny.

MSP the Director's Report

New Business: It was suggested that at a future date we purchase a screen or curtain to conceal the tables and chairs in the corner of the downstairs' room.

Old Business: None

MSP to adjourn the meeting at 8:33pm

Next Meeting Date: April 16, 2019 at 6:30pm

Respectfully Submitted