

East Norwalk Association Library Board
Meeting Minutes
May 18, 2021

In Attendance: Sarah Mann, Beth Siegelbaum, Janet McRae Knight, Roberta Bauchner

Staff: Sylvia Archibald

Public: None

President's Report: Sarah called the meeting to order at 6:50 p.m.

MSP the April 20, 2021 meeting minutes with the exception of the correction of the spelling of Beth Siegelbaum's name.

Sarah reported that, in case of the closure of Wells Fargo Bank, we will use First County Bank rather than Chase as was reported last month. First County Bank has been generous to the Library the past few years.

MSP the President's Report.

Treasurer's Report: Sylvia reported that our expenses are approximately \$20,000 per month.

MSP the monthly expenses.

Director's Report: The Library received \$85 from the Mr. Frosty's fundraiser.

We received a second PPP for \$13,000 for which Sylvia will start the forgiveness process next week. She will also complete the workers' comp audit and a grant that is due on May 20, 2021.

We are waiting for about \$9,300 from the rest of the TTD matching grant.

Over the past year, our savings reserve (money market) account has grown from \$23,000 to \$51,000. We have approximately \$89,000 in our operating account. For July 2021-2022, we have \$9,000 towards our \$11,500 match.

Sylvia would like to continue to grow the reserve as to be able to go forward with matching grants to get bigger capital projects done, such as painting and refinishing the floors.

Although we are not able to change the bottom line of our budget, some allocation changes need to be made. We will discuss this at the June meeting when the final numbers from bookkeeping have been received.

Sylvia would like to purchase new computers that are able to keep up with the updated speed of our WiFi.

She is also reevaluating the newspaper and magazine subscriptions we currently receive to eliminate duplicate information.

MSP the January through March 2021 Budgets.

MSP the April 2021 Budget.

At a staff meeting, it was decided to keep the current Library Covid protocols until July 1st.

The summer programs have not yet been planned as Sylvia has been preoccupied writing Covid relief grants.

MSP the Director's Report

New Business: Sylvia feels that the Library needs a rebranding and marketing program, People believe that East Norwalk Association Library is part of the Norwalk Public Library System and receives money from the City which, in turn, affects our fundraising abilities. This will be discussed in detail at the next Board Meeting.

Old Business: None

Next Meeting Date: June 22, 2021

Respectfully submitted,

Roberta Bauchner, Secretary