

East Norwalk Association Library Board  
Meeting Minutes  
\*\*November 12, 2019\*\*

**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 6:30p.m.

**MSP** the October 15, 2019 Meeting Minutes.

**Treasurer's Report: Fundraising:** We received a check for \$604 from Stew Leonard's but are still waiting for the check from Mr. Frosty's. In addition, the Book Sale raised almost \$200. We requested our TTD fundraising match for the 1st quarter, which is only \$70. The TTD match recorded in the 1st quarter reflects the funds we raised during the 4th quarter of last year.

The Director's insurance has been paid and the cost was the same as last year.

Kathy suggested that we have one line in the Budget for everything associated with a 401K Plan.

We are running under Budget for our monthly expenses overall but some lines are substantially over budget,—Stationery and Supplies, Children's Programs, Library Books, Magazines et al.

Sylvia told Kathy that she left a message for our new Accountant but has not heard back.

Amendments were made to the 2020/2021 budget approved in September. Income amounts were approved and expense lines are to be reviewed and approved in the next week.

**MSP** The Treasurer's Report.

**Director's Report:** Sylvia reported that there is no new news on the kitchen remodel.

The Hall rentals have been very slow this year but Sylvia suggested that we charge \$95/hour for New Year's Eve if there is interest. She believes that we should advertise the Hall more aggressively such as a News12 crawl, Penny Saver Magazine and other local media. She is working on a marketing flyer to put on Constant Contact and our Facebook account.

Sylvia has had no luck contacting AAA Soar for a possible bookshelf grant but will keep trying. She is contemplating an ESL program or STEAM for girls initiative and is also working on an application through The Fairfield County Community Foundation for \$5000 for a new Library initiative .

Our profile has been updated for the Daphne Culpeper Foundation and we are awaiting approval to advance to the next step.

Sylvia finished an application for the Will Eisner Graphic Novel Innovation Grant which provides support to a library for the initiation of a graphic novel service or program.

The Director suggested we develop an on-going fund raising strategy to use every year with targeted programs, timelines and expected funds to be raised. In that vein, a holiday fund raising Book Mark was created to put in each book taken from the Library. If successful, we will do this each year.

Sylvia sent an acknowledgement to Stew Leonard's for their generous check along with photos from our Halloween crafts program.

There will be two Financial Workshops one on November 23rd and one on December 7th.

The Blood Drive will take place on November 15th.

The Driver Improvement class is scheduled for December 24th.

The Christmas Magic Show is confirmed for December 14th.

We are over budget for Children's programs because the neighborhood daycares requested more field trips to the Library. Due to these requests, Sylvia planned several early literacy programs that were not included in grants for this year.

The Small Business Association will buy the candy for the Christmas and Easter programs as a way to thank the Library for the Small Business Workshops provided for them this year.

Sylvia would like to move to using Purchase Orders as a means to control the Library spending. She enclosed a sample of such an order with her report.

Sylvia's 401K Plan was discussed but certain items need to be clarified. She will look into these items.

#### **MSP** The Director's Report

**New Business:** The Library needs to construct a more detailed Procedure/Personnel Manual. Certain policies were discussed regarding vacations and absences and it was agreed that Sylvia would write a draft policy covering personnel leave, absences and compensation to be presented to the Board at the December meeting for review.

**Old Business;** The Board approved the following holiday bonuses:  
Sylvia \$200  
Dan \$100  
Pinky \$50  
John \$50

**MSP** to move into Executive Session to discuss personnel issues

**MSP** to move out of Executive Session

**MSP** to adjourn the meeting at 8:55p.m.

**Next Meeting Date:** December 17, 2019 at 6:30p.m.

Respectively Submitted,  
Roberta Bauchner, Secretary