

East Norwalk Association Library Board
Meeting Minutes
November 21, 2017

In attendance: R. Bauchner, J. Anderson, S. Mann, K. Cray, M. DeBellis,

Staff: S. Archibald

S. Mann called the meeting to order at 7:10pm.

There were no members of the public in attendance.

MSP the October 17, 2017 ENA Board Meeting Minutes.

K. Cray delivered the Treasurer's Report. The Library has a \$37,000 deficit in the budget. The expenses are higher than expected, this is partly due because of paying unemployment reimbursement for Ms. Tovish. We have also had some unexpected repairs. Our income is less but we must come with \$20,000 at a minimum making our fundraising essential!

A discussion took place regarding a problem with one of the regular renters. K. Cray and J. Anderson will meet with the Reverend to discuss this matter. Further discussion took place about the marketing of the room. A Pop-Up Art Show is an idea that was floated by the board. Marlene will contact the Arts Commission to see if they will work with us on this idea.

MSP Treasurer's Report.

Sylvia A. shared the Executive Director's Report with the board. We sold \$260 worth of items at the Book Sale. The Newsletter mailing garnered \$210 dollars and there may be more coming in.

Gina had her first children's program and word of mouth marketing seems to be the best path for now to get the word out about what she is doing at the library.

The new air conditioners have been installed thanks to the TTD. The window film has been installed as well. New paper towel dispensers have been installed and the new paper towels that fit these dispensers are less expensive than the ones formerly used.

A board member from the Norwalk Museum contacted Sylvia and they wish to purchase a bike rack for the library. Sylvia will contact Ron Scofield at the TTD to determine its location.

Great compliment from a Homebound Services patron. Very pleased with the service! Staff member Dan acknowledged by this patron!

The library is now an SSL certificate owner of our domain name. Three year cost is \$169.65. SSL provides HTTP data security. Good investment!

Computer use is steady two to three users per hour not including the youngsters after school.

Discussion regarding the dates for the library closing in 2018.

MSP Dates for the ENA 2018 Library Closing

Sylvia reminded the board of the adult cooking demonstration on December 9th at 11:30.

Gina is beginning a kids book club.

MSP Executive Director's Report

New Business: The board discussed enacting a policy asking the staff NOT to lift push, pull anything over 40 pounds. If necessary call someone. Safety first!

Old Business: S. Mann asked the board members to please pay your dues if you have not already done so, so that everyone can vote in the election at the Annual Meeting in January.

Fundraising; Each board member was asked to bring a list of 10 businesses to approach for fundraising. S. Mann and K. Cray each passed around letters for possible use for members to send out along with the insert and return envelope. K. Cray will start a spreadsheet and pass along to each board member to enter his/her businesses so that duplicate letters won't be sent out.

MSP Meeting to Adjourn at 9pm.

Respectfully submitted.