

East Norwalk Association Library Board  
Meeting Minutes  
\*\*January 15, 2019\*\*

**In Attendance:** Kathy Cray, Sarah Amato, Michael Deller, Minnieola Davis, Janet McRae Knight, Roberta Bauchner

**Staff:** Sylvia Archibald

**Public:** None

**President's Report:** Sarah called the meeting to order at 7:10pm

**MSP** the December 18, 2018 Meeting Minutes

Sarah reported that Don Carmelo's will do a fund raising program for us in April, and she will speak to the necessary people at Sedona's Restaurant to try to arrange for a similar program.

Sarah thanked everyone for Saturday's Book Sale. We raised \$280 which will be doubled by the TTD. We were able to clear a considerable amount of inventory which tells us that our extensive advertising efforts paid off. The next Book Sale will be held on February 9th followed by a Book/Tag Sale on March 9th, book sales on April 13th, May 11th and another Book/Tag Sale on June 8th. There will be no sales in July or August with sales resuming on September 14th, October 12th and November 9th. Sarah will approach the vendors she knows to see if any would be willing to pay for a table to sell their goods at the April Book Sale. All sales will be held from 10:00-2:00. We will have a donation jar available at all the sales.

Sarah asked Sylvia to try to find the invoice from the purchase of our cloth Library tote bags so more can be ordered. It was suggested that we create new logos for the Library and have the patrons vote for the final design.

If possible, we will do another fund raiser at Mr. Frosty's this summer.

The ENNA has asked us to partner with them for a "shredding" event on April 27th, but we do not have the funds to participate. We had offered them the use of the Library parking lot but Kevin at the TTD has informed us that the TTD will be using half of the lot in February, March and April for a construction project. However, we offered to market the event via our Facebook and website, et al.

**MSP** the President's Report

**Treasurer's Report:** Kathy went over the new Budget and explained why some of the items have been moved. She is writing a new fund raising letter and will email it to members for their comments. She has asked that everyone send the letter to at least 10 people and/or businesses and inform her as to who we are sending them to so as not to duplicate our requests.

Income from individual hall rentals is higher than budgeted but monthly contract rentals are lower. Based on the projected income from both lines, we should meet our budget.

Matching funds from the TTD for the 2nd quarter will be \$1652.95.

We amended our Hall Rental contract and raised the hourly rate to \$75. The Board and the Executive Director are reviewing the contract with comments due by January 31st. Once the contract is approved by the Board, the new rate will be implemented.

Because the By-Laws need be reviewed and edited, the March 19th Board meeting will be devoted to that venture. Kathy has already done extensive work on them.

### **MSP** the Treasurer's Report

**Director's Report:** Sylvia reported that many hall patrons have inquired as to refunds on their rentals. The current contract does not address this issue adequately. Kathy has redone the contract and it will be reviewed by the Board members.

Sylvia has hired a new Library aide who will work up to 12 hours at a pay rate of \$11.00 per hour.

Sylvia also addressed the parking issues when the TTD starts it's construction project.

Approximately \$3900 of the CDBG money should be here next week. Next year's grant is due on the 23rd.

So far, possible Programs for 2019 include:

February Financial Literacy month

February 9th Book Sale

March 2nd @11:00am Dr. Seuss Birthday Build a Bear (confirmed)

March 9th Book Sale

March 16th @11:00am Garden Club

March 23rd @11:00am Women's History Program

April 6th @11:00 Easter Bunny (confirmed)

April 13 Book Sale

April 27 @11:00am Garden Club

May 4th @11:00am Jazz Program

May 11th Book Sale

May 16th Adult Storyteller

Due to a disturbing event at the Library, Sylvia will write an Emergency Plan for the employees

and post a Policy stating that the Library has the prerogative to remove or have removed any disruptive person or persons from the Library.

Sylvia received information about a popcorn fund raising program. The Library would keep 50% of the profits from the sale of the popcorn. We will order a small amount to sell at our next Book Sale to see how it is received.

**MSP** Director's Report

**MSP** to move into Executive Session

**MSP** to exit Executive Session

**New Business:** None

**Old Business:** None

**MSP** to adjourn meeting at 9:32pm

**Next Meeting Date:** February 19th at **6:00 (please note new time)**

Respectively Submitted