

East Norwalk Association Library Board
Meeting Minutes
February 19, 2019

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

Staff: Sylvia Archibald

Public: None

President's Report: Sarah called the meeting to order at 6:18pm.

MSP the January 16, 2019 Meeting Minutes

Sarah presented the format for the Vendor Contract for the April Book Sale and future sales where vendors will be invited to showcase their wares. Tables will cost \$30. It was decided that January and June will feature the "\$5 per bag" book sale. We will need to order bags and a vote was taken to purchase cloth bags at \$362.50 for 250 bags.

Volunteers will be needed for the Mr. Frosty's Fundraiser which will probably be held in August.

Sarah suggested that each Board member take the lead on a Book Sale. Minnie will take March 9th, Sarah April 13th, Kathy May 11th and Michael June 8th. There will be no Book Sales in July and August. They will continue on September 14th, October 12th and November 9th which will be a Book Sale/Holiday Vendor sale.

Sarah reminded us that the Don Carmelo's fundraiser will take place on April 8, 9 and 10. We need to promote this with flyers, on Facebook and at the March Book Sale, along with all other social media we have access to.

MSP the President's Report

Treasurer's Report: Kathy reported that the TTD did not oppose our budget which included \$6,500 for kitchen renovations. However, they did question whether that amount would be enough for electrical and plumbing issues that might come up.

It was requested that we add a line on the P&L sheet for Book Sale revenue that will be reimbursed. This would not include book fines. The board approved the new line.

Kathy presented the new Rental Contract which was approved by the Board.

Sylvia presented at City Hall for a \$7000.00 grant.

MSP the Treasurer's Report

Director's Report: Sylvia reported that the Fire Marshall inspected the building and found multiple violations that the TTD will need to address. Sylvia will do a walk through with Kevin to make sure the violations are corrected before the next inspection. The Fire Marshall told Sylvia that we must keep the books that are in the back room 3 feet from the Tesla batteries. It was suggested that everything going out to the public through social media, flyers, etc. be proof read three times to make certain there are no mistakes.

Sylvia looked into a Riverboat cruise in Essex for the last Saturday of July as a possible fundraiser. She will provide further information at a later date.

There was an inquiry from a few patrons as to where the local history materials and pictures that were given to the library are located. Michael explained that they were given to the Norwalk Historical Society to be digitized and kept in the archives. He further explained that the East Norwalk Association Library does not have the facilities to properly store these treasures long term. Kathy asked Michael to talk to the Society and ask that once a year these items be given back to the Library so they may be exhibited. We would ask that this agreement be in writing.

Sylvia expressed her concern with our marketing of events on and in the media. After much discussion, it was decided that the Library would be responsible for all marketing.

Sylvia reminded the Board that TTD will vote on its annual budget on March 6th.

A new Harassment Policy was adopted by the Board. (did we approve this?)

A shredding event will take place on April 27th in the Library parking lot.

The popcorn sale will continue at the next Book Sale.

The Winter/Spring Library Program Schedule for 2019 is as follows:

February 9th - Book Sale 10am-2pm (gourmet popcorn for sale)

February 16th - Morgan Stanley Presents "The Psychology of Money" (light refreshments served) 10am-11am

February 28th - Fairfield County Giving Day

March 2nd - Dr Seuss Birthday Celebration with Build a Bear Crafts and Dr. Seuss Storytime (gourmet popcorn for sale) 11am-12:30 pm **VOLUNTEERS NEEDED**

March 9th - Book Sale 10am-2pm

March 16th - Norwalk Horticulturist Roberta DiBisceglie "Tips For Your Best Garden" 10am-11am

March 23rd - Author Amy Nathan talks about her book "Take a Seat-Make a Stand" 10am-11am

April 6 - Easter Bunny and Crafts (gourmet popcorn for sale) 11am-12:30pm

April 8, 9, 10 - Fundraiser at Don Carmelo's

April 13th - Book Sale 10am-2pm

April 27th - Roberta DiBisceglie talks "Plants and a Green Garden" 10am-11am

May 4th - Jazz Vocalist Rhonda Denet 11am-12:15pm

May 18th - Ken Lelen sings the songs of musical greats 11am-12:15pm

On-Going Program:

Hope Reads

MSP Director's Report

New Business: Kathy will write a letter to Stew Leonard's asking that we receive the proceeds from their Wishing Well one month.

A discussion of the By-laws was tabled as Kathy is reviewing them and working on revisions.

Old Business: None

A motion was made to start the meetings at 6:30 and hold them downstairs if possible. The motion was passed by the Board

MSP to adjourn the meeting at 8:41pm.

Next Meeting Date: March 19, 2019

Respectively Submitted