

**East Norwalk Association Library Board
Meeting Minutes
April 20, 2021**

In Attendance: Sarah Mann, Minnieola Davis, Janet McRae Knight, Beth Sigelbaum, Roberta Bauchner

Staff: Sylvia Archibald

Public: None

President's Report: Sarah called the meeting to order at 6:42 p.m.

MSP the October Zoom meeting minutes.

Sarah informed us that we need to find a new Treasurer.

Treasurer's Report: As we no longer have a Treasurer, Sylvia went over the monthly Balance and Profit and Loss Sheets. Because we were unable to have our monthly meetings, the Board looked over and passed the July, August, September, October, November and December budgets.

The Profit and Loss statement from July to November, 2021 should say 401K instead of Employee Benefits/Moral.

\$115 still has to be refunded to hall renters.

Sylvia explained that the Library's monthly spending averages \$20,000 per month. Each month is different depending on the unplanned expenses. She reported that in March some furniture and materials were replaced and additional PPE (due to Covid) was purchased. With three months still to go, we will end the year in the black with additional money that will take us into our first quarter while we await the first quarter appropriation from the TTD. We also have the last quarter appropriation and the rest of the matching funds to be received from the TTD before the year end.

MSP the 2021-2022 Budget

The TTD passed our Budget as given to them.

We are still waiting for the change in our taxable status from the DOL. After sending a second request, the examiner informed Sylvia that they had never gotten the first request.

The IRS has cleared the \$584 tax bill incurred by the auditor. We should be receiving a letter at the end of April stating as such.

The Wells Fargo Bank we use may close in which case we will use Chase.

Director's Report: Sylvia reported that we have received \$12,500 from the second PPP. This will be forgiven as was the first.

We have received \$5,000 from CT Cares and the SBA in the form of a grant.

We were also awarded \$9,000 from CBDG as a reimbursable grant that will take effect in next year's budget. This is a TTD matching grant that is earmarked for programs.

Sylvia experienced an incident on March 27th where a patron threatened her over the telephone. In light of that incident, the Library will return to its appointment only policy as well as keeping the doors locked. John, our handyman, will take on the job of security guard until further notice being paid \$120 per week.

Sylvia has been trying to present one Zoom program a month focusing on an event celebrated in that month. As the weather gets warmer, she will plan outside programs.

A table will be placed outside for patrons wishing to use our Wi-Fi but hesitant to do so inside.

Sylvia reminded the Board members that our dues are now due.

New Business: None

Old Business: None

Due to the late hour, Sarah suggested we roll over the rest of our discussions until the next meeting.

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

Next Meeting Date: May 18, 2021

Respectfully submitted,

Roberta Bauchner, Secretary