

East Norwalk Association Library Board
Annual Meeting Minutes
September 17, 2019

In Attendance: Kathy Cray, Janet McRae Knight, Minnieola Davis, Roberta Bauchner

Staff: Sylvia Archibald

Public: None

President's Report: None

Minnie called the meeting to order at 6:40p.m.

MSP The August 20, 2019 Meeting Minutes

Treasurer's Report: Kathy reported that we raised more than we projected without the current match from the TTD. We were able to come in under budget.

Stephen Hill has filed our income tax return. We will receive \$116 back from Workman's Compensation.

As of the meeting date, Pinky had not finished the August financials.

Sylvia will remove Sarah Mills from the bank account and add Sarah Mann.

After a long discussion, changes were made to the Budget and a motion was made to approve it.

MSP to approve the Budget

MSP the Treasurer's Report

Director's Report: Sylvia suggested that we ask less from the TTD in our Budget to show that we are making strides to becoming more self reliant. If we schedule a fund raiser every quarter and have a goal of \$500 each time, we will be on our way to achieving our objective.

Book sales are scheduled for October, January (bag sale), April and July (bag sale).

Sylvia's strategy for marketing Library events is as follows:

One month in advance, patrons will be informed.

Blasts in week two and three before the program

The week of the event blasts will be sent out on Tuesday and Thursday.

We will also advertise in the TTD newsletter, on Burbio, Constant Contact, Facebook, Twitter, flyers posted at local stores and businesses and outdoor signage. We will ask the Norwalk Hour to include our events in their "Plan On it" and "Go" sections.

Sylvia has spoken with contractors about the kitchen renovations. Some contractors say the project is too small for them to consider. Sylvia will call Kardos contractors and schedule an appointment to meet with them to answer questions about their proposal. When we make a decision, we will ask Kevin at the TTD to approve the project in writing.

Sylvia handed out the October calendar of Library events which is available at the front desk.

There will be a Halloween crafts program at the Library on October 29th and 30th at 3:00p.m. and Trick or Treat at the Library on the 31st from 5:30 to 7:00. Sylvia will ask the Firemen, Sweet Ashley's and other businesses on Van Zant Street if they would like to participate.

MSP the Director's Report

New Business: Kathy spoke with the new accountant and gave the Board his credentials.

MSP the hiring of Francis S. Infurchia as the new Library accountant.

The Board elected the following officers:

Sarah Mann - President
Minnieola Davis - Vice President
Roberta Bauchner - Secretary
Katherine Cray - Treasurer

Old Business: Please remember the Book Sale on October 12th from 10:00 to 2:00 All hands on deck please.

Due to the late hour, the Board tabled the Executive Session until the next meeting.

The Procedure Manual will be discussed at the next meeting.. Sylvia will email sections of the Manual to the Board members for review before the next meeting.

MSP to adjourn the meeting at 9:28p.m.

Next Meeting Date: October 15, 2019 at 6:30p.m.