

East Norwalk Association Library Board  
Meeting Minutes  
June 15, 2021

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

**Staff:** Sylvia Archibald

**Public:** None

**President's Report:** Sarah called the meeting to order at 6:38 p.m.

**MSP** the May 18, 2021 meeting minutes.

Sarah reported that she is moving and will be resigning as President of the Board as of this meeting. Minnieola, as Vice President, will be moving up to serve as President.

Sarah suggested we plan a focus group as a way to get new Board members.

**MSP** the President's report.

**Treasurer's Report:** At the current time, we are without a Treasurer. Sylvia will report on our finances in her Director's report.

**Director's Report:** Sylvia reported that we have \$80,000 in the Operating Account and \$60,000 in Reserve Savings and will enter into our 2021-2022 Fiscal year in the black.

She also reported that we have received two PPPs totaling \$26,000, a CDBG for \$7,900 and a Connecticut Cares grant through the Department of Economic and Community Development for \$5,000.

Thanks to Sylvia's hard work, we have won a Federal Summer Enrichment Program Grant for \$25,000 for programs serving 16-21 year olds. Sylvia hopes to partner with the Holy Smoke Group that meets downstairs for these programs and will meet with them in two weeks to create a budget to submit to the Program for approval.

We have also been awarded another CDBG for \$9,000 and Sylvia is also working on the second application for PPP forgiveness.

Sylvia is currently working on a Technology Grant for \$50,000. She will use that money to invest in web development and update a few more computers for the public's use.

The Financials for the month of May are not yet available as the bookkeeper is on vacation.

Our outside book sale will take place in August and volunteers will be needed. We will advertise for book donations in July but strictly for fiction books and also cookbooks that are no older than four years.

The Summer Reading Club starts on June 26th and runs through July 24th. This is a reading incentive program for all ages with weekly prizes and a grand prize at the end.

If Sylvia is able to obtain local historic pictures of Norwalk, she would like to create a Norwalk Calendar as a fundraising item.

**MSP** the Director's report

**New Business:** None

**Old Business:** None

**MSP** to adjourn the meeting at 8:00 p.m.

**Next Meeting Date:** July 20, 2021.

Respectfully submitted,

Roberta Bauchner, Secretary

From: Roberta Bauchner ebauchner@aol.com  
Subject: July Library Board Meeting  
Date: Jul 17, 2021 at 12:28:03 PM

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Hi all,

The July 20, 2021 Library Board Meeting is canceled.

Our next meeting will be August 17, 2021.

Looking forward to seeing you all there.

Keep cool and enjoy the rest of the summer.

Roberta

East Norwalk Association Library Board  
Meeting Minutes  
August 17, 2021

**In Attendance:** Beth Siegelbaum, Janet McRae Knight, Minnieola Davis, Roberta Bauchner

**Staff:** Sylvia Archibald

**Public:** None

**President's Report:** Minnie called the meeting to order at 6:38 p.m.

**MSP** the June 15, 2021 meeting minutes.

No other President's report.

**Treasurer's Report:** We are still without a Treasurer.

Sylvia reported that as of May we had \$83,850.39 in checking and \$61,524.22 in our Money Market for a total of \$180,111.98 in Total Fixed Assets.

As of June, we had \$60,086.70 in checking and \$60,781.50 in our Money Market for a total of \$155,605.57 in Total Fixed Assets.

**MSP** Sylvia's Treasurer's Report.

**Director's Report:** Sylvia had a staff meeting to discuss the Library Carnival that will take place this Saturday from 10:00 to 2:00. There will be a game truck, a water slide, a photo booth and a balloon clown. Due to the fact that having an ice cream truck was not feasible because of cost, we will sell water and possibly chips or give them away for a donation to the Library. If the Carnival does well, we will have it every year and grow it accordingly. The Redevelopment Grant is paying for most of the Carnival.

The Library will be open with a table in the back for people to borrow books during the Carnival.

We can use the auto lot next door for parking as our lot will be in use for the Carnival and there is always parking on the street.

The last Book Sale raised \$120. We will have four seasonal Book Sales depending on the supply of books.

There is a guitar workshop going on for older individuals using grant money.

The Dinosaur Program previously scheduled for September has been canceled as they do not have the staff to accommodate it.

There will be a Stern program in June of 2022 for high school students.

We had talked about a Library Calendar as a fund raiser, but the Historical Society that has our pictures is presently closed. Beth knows someone at the society and will talk to them.

Stephen Hill has started our audit.

**MSP** the Director's Report

**New Business:** None

**Old Business:** None

**MSP** to adjourn the meeting at 7:50 p.m.

**Next Meeting Date:** September 21, 2021

Respectfully submitted,

Roberta Bauchner, Secretary

East Norwalk Association Library Board  
Meeting Minutes  
September 21, 2021

**In Attendance:** Beth Siegelbaum, Janet McRae Knight, Minnieola Davis, Roberta Bauchner

**Staff:** Sylvia Archibald

**Public:** None

**President's Report:** Minnie called the meeting to order at 7:06 p.m.

**MSP** the August 17, 2021 meeting minutes.

Minnie reported that everyone seemed to have a great time at the Carnival.

**MSP** the President's Report.

**Treasurer's Report:** We are still without a Treasurer. Sylvia will present the Treasurer's Report.

Stephen Hill, our auditor, has completed and filed the Library's tax return. Sylvia had the audit interview last week, and the audit should be complete this week or next. She will have the final audit and draft budget for the Board to review for the October meeting. The audit and budget need to go to the TTD before November.

A large amount of money has been spent on programs so far. The grants require up front money to be spent before reimbursements occur. The biggest and most expensive programs were the Community Fair, the Technology Program and the exotic Animal Show.

Staffing costs for the Library are expected to increase. Sylvia is contemplating getting a part time librarian to help out as our Library staff is changing.

Sylvia reported that as of July 31, 2021, we had \$65,175.00 in checking and \$80,782.12 in our Money Market for a total of \$145,957.12 in Total Fixed Assets.

As of August 31, 2021, we had \$38,478.96 in checking and \$80,782.80 in our Money Market for a total of \$119,261.76 in Total Fixed Assets.

**MSP** Sylvia's Treasurer's Report.

**Director's Report:** The Library's Website needs attention and money will have to be diverted towards building a new one. We will also need someone to manage it. This will be a big expense for us.

There is currently an HTML program in progress that is teaching basic web design.

We received a \$14,000 grant from CSDE. There is an outstanding balance of \$10,000 from this grant. The second grant from the CBDG has an outstanding balance of \$9,000.

**MSP** the Director's Report

**New Business:** The members of the Board need to talk to people about the Library as to attract new members.

**Old Business:** None

**MSP** to adjourn the meeting at 8:25 p.m.

**Next Meeting Date:** October 19, 2021.

Respectfully submitted,

Roberta Bauchner, Secretary

East Norwalk Association Library Board  
Meeting Minutes  
October 19, 2021

**In Attendance:** Minnieola Davis, Beth Siegelbaum, Roberta Bauchner

**Staff:** Sylvia Archibald

THIS WAS NOT AN OFFICIAL MEETING DUE TO THE LACK OF A QUARUM

**Public:** None

**President's Report:** Minnie called the "meeting" to order at 7:25 p.m.

**Treasurer's Report:** There was no report although we did go over the ENAL Budget Draft.

**Director's Report:** Sylvia reported that Stephen Hill, our auditor, has completed and filed the Library's tax return. The audit was distributed to the Board and the TTD has received their copy.

Suggestions for fundraising included a Book Sale, a letter writing campaign and a vendor sale. The previously scheduled Dinosaur Program has been rescheduled for June 4, 2022. It was suggested we hold the Book Sale and /Vendor Sale alongside the Program. After much discussion, it was decided that a mass letter writing campaign was not worth the time or expense. Instead, we will send letters to businesses, corporations and individuals who have contributed to the Library in the past.

There will be a Halloween Program on Saturday, October 30 from 10:30-1:30. There will be trick or treating and a craft project.

Sylvia is working on new Library card design and a new Library website is in development.

Sylvia received a notification from Wells Fargo that Business Choice Checking will no longer be available. There will now be minimum requirements and new fees. Sylvia will speak with the Bank to confirm these requirements also apply to nonprofits.

**New Business:** None

**Old Business:** None

The "meeting" was adjourned at 8:35.

**Next Meeting Date:** November 16, 2021 at 6:30 p.m.

Respectfully submitted,  
Roberta Bauchner