

East Norwalk Association
Board of Director's Meeting
September 19, 2017
7pm

In attendance: Sarah Mann, Kathy Cray, Nicholas Clarke, Roberta Bauchner, Sarah Mills, and Jim Anderson

Staff: Sylvia Archibald

Sarah Mann called the meeting to order at 7:04pm.

There were no members of the public in attendance.

MSP of the July 18th 2017 ENA Board Meeting Minutes.

President's Report: Sarah Mann stated that the Summer Children's Programs were well attended and that Dan did an exceptional job booking and promoting the programs. Sarah Mills agreed and shared that the programs that she attended with her children she and the folks around her enjoyed very much and that "yes, Dan did a great job!"

Sarah shared that she took a basket of goodies over to the TTD as a thank you for all that they have done for us recently. They were appreciated very much. The TTD wants our budget submitted by October 16th.

MSP President's Report.

Treasurer's Report: Kathy C. delivered the financial report. Based on the current run rate, income is running about \$35,000 under budget. This is due to decreased revenue from hall rental that is about \$2,500 less than budgeted. The major deficit is due to our lack of fundraising. We budgeted \$33,000 in this category and have raised NO funds to date. Discussion began about an aggressive fundraising campaign. ASAP.

Expenses: We are running under budget for expenses. The primary drivers are the decreasing in the salary and benefits lines due to staffing. It is still very early in the year so while we project that we may close the year at about \$25,000 under budget this may change if we incur additional costs for other programs, IT, etc.

Kathy C. then introduced the proposed budget for 2018-2019 to be given to the TTD on 10/16/17. It comes in at \$220,825. The saving compared to this years budget is due to the staff change (benefits & salary), yet please note that the cost of the mailings and the auditor lines have increased. The hall rental income has

also dropped. This prompted a discussion about the future of the downstairs room rental and marketing. This discussion then moved to the possible painting of the library and floor refinishing. Further discussion of the assistant librarian position.

MSP 2018-2019 Budget

Executive Director's Report: Facility: Sylvia A. asked all to note the reconfiguration of the bookshelves.

Many compliments have been received. Patrons like the openness and they like the flow. They say the library looks bigger and cleaner. Energy audit on Wednesday morning the 20th. TTD approved the film for the windows it will be installed next week.

Personnel: The Librarian Title has been eliminated and replaced with the NEW title and position of Children's Librarian1. This person will have an MLS or is near completion of an accredited MLS program AND our new emphasis will be on family services, early literacy, pre-school, tweens and teen children and adult caregivers. Sarah Mills heartily endorsed this concept and believes that this is the right direction for the library.

Staff received a 3% raise retroactive to July 1st as approved by the board for the July 2017-2018 budget year.

Marketing: Sylvia asked the board to review the program flyers and newsletter prototype. There was a significant discussion as to how and when the board would assist Sylvia to get the newsletter out to East Norwalk resident ASAP so that the programs would be well attended. KC, SM, SM, RB, NC will meet at the library Monday evening to address the newsletters. Some may go in on Friday to get the ball rolling.

Facebook, social media presence, constant contact email blast helps get the word out about what's going on at the library.

Programs: Sylvia reviewed the upcoming programs with the board. She stressed that it is important that the board members have a presence at the programs a get up and speak to show support. There is one child's and one adult program each month from October thru December 2017. The cost for the fall and Holiday programs is approx. \$1500.

Outreach: Sylvia mentioned that she is attending some ENBA meetings and going around to some city agencies. She attends TTD meetings when the library

is on the agenda. Sylvia will be meeting with the Marvin School next week as well as the Norwalk Senior Center.

Technology: Dan is continuing to maintain the network and the computers.

The fire extinguishers will be inspected this week.

Please note that in the board packet there is a sheet about a conference for Library Board members should anyone be interested on November 3, 2107.

It was noted earlier that Sarah Mills will make certain that the newsletter gets out to the Marvin School via PTO she will ask if they can give it out to the students.

MSP Executive Director's Report

MSP to move into Executive Session to Discuss Personnel Matters.

MSP to move out of Executive Session.

MSP to adjourn at 9:06pm

Respectfully submitted