

Fairmount Community Library

Board of Trustees Meeting Minutes

November 17, 2021

Call To Order

- A meeting of the Fairmount Community Library Board of Trustees was held at Fairmount Community Library and virtually via Zoom and was called to order at 7:00 PM.
- Attendees included Gary Ferner (President), Mike Ranieri (Vice President), Rachel Gibson (Secretary), Mary Clifton (Treasurer), Alison Chamberlain (Board Member), Pete O'Mara (Board Member), Brenda Shea (Library Director), Jennifer Grant (Board Member), and Becky Ponza (Board Member).

Approval of Meeting Minutes

- October meeting minutes were approved unanimously (Mike moved, Peter seconded).

Guest: Shelley Terzolo, from Terzolo Financial Group

- Shelley Terzolo is an independent financial advisor and discussed possibilities for the creation of an endowment fund with donations.
- The Board will need to consider specific goals and intentions of the endowment fund in order to determine how aggressive to be with the market.

Period for Public Expression

- No members of the public attended the meeting.

Staff Spotlight: Shelby Manchester

- Brenda shared a staff spotlight for Shelby Manchester, circulation clerk and program assistant.
- Shelby is a first-year librarian sciences student. Shelby has been instrumental in packing kits, recipe-in-a-jar, and several other behind-the-scenes work.

Treasurer's Report

- Mary reviewed the treasurer's report, and discussed that we received the school tax dollars.
- The accounting firm submitted the 990, and Mary and Lisa (bookkeeper) are gathering documentation to complete the financial audit. One item to be discussed in December includes a document retention policy.

Director's Report

- Brenda reviewed the Director's Report. A major highlight was the program with a famous author; it saw a sharp increase in interest after the Bridge Street segment.
- Brenda applied for a mini-grant from the county to reach out to parents with newborns via literacy backpacks.
- A fall mailing to several chamber businesses requesting donations began in October; the Board discussed ideas for requesting additional donations and providing certificates.
- FCL Staff development has taken place, and difficult patron training will happen next month.

Old Business

- Annual Meeting and Nominations

- Gary will be stepping down as President, but staying on the Board.
- We will solicit for two additional Board members, and will discuss more details again in December.
- Board and Staff Reception 12/15, 6-7pm
 - The Board will host a reception with staff prior to the 12/15 meeting. The Board agreed to bring the following: plates and cups (Ali); water and other drinks (Jen); rye boat dip (Mike); cupcakes (Mary); cheese plate (Becky); napkins (Pete); chicken wing dip (Rachel); other refreshments (Brenda and Gary).

New Business

- 2022 Proposed Budget
 - The Board discussed the 2022 budget; the email version will be distributed for review and final approval will be discussed during the December meeting.
- Brenda's Performance Appraisal
 - Ali and Rachel will distribute the form to collect feedback for appraisal.

Any Other Business for the Board

- No other business discussed.

Adjournment

- The Board went into executive session at 8:12 PM, and exited executive session at 8:22 PM. The meeting adjourned at 8:22 PM.
- The next meeting is scheduled for December 15, 2021.