

# Fairmount Community Library

## Board of Trustees Meeting Minutes

May 18, 2022

### 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 7:03 PM.
- Attendees included Becky Ponza (President), Mike Ranieri (Vice President), Rachel Gibson (Secretary), Mary Clifton (Treasurer), Ali Chamberlain (Board Member), Gary Ferner (Board Member), Jennifer Grant (Board Member), and Pete O'Mara (Board Member), Carol Charboneau (Board Member), and Brenda Shea (Library Director).

### Guest Introduction - Jim Pompo, FJ Pompo Financial Review

- Jim Pompo from FJ Pompo attended to discuss their Independent Auditors' Report. The report confirmed that the bookkeeping is accurate, with minimal adjustments being made.
- Jim Pompo also discussed the controls in place and encouraged the Board to ask questions and understand all aspects of the Treasurer's report; Jim Pompo also mentioned that there is strong oversight by the Board, which is very positive.
- Three recommendations provided included:
  - Ensure the check stock be located at the library;
  - Enter invoices when they are received instead of when they are paid; and
  - When bank reconciliation is reviewed, initial and date the document as reviewed
- FJ Pompo will complete a financial review of 2021 and will present the results at the September Board meeting.
- The Board agreed to complete a full audit every 3 years, with a financial review on the off years.

### Approval of Meeting Minutes

- April meeting minutes were approved unanimously (Mike moved, Gary seconded).

### Period for Public Expression

- No members of the public attended the meeting.

### Treasurer's Report

- Mary reviewed the Treasurer's Report and discussed that it was a very typical month.
- Banking has transitioned to Empower, as discussed was in progress at the April meeting.

### Director's Report

- Brenda discussed the Director's Report, and highlighted the press coverage in the last several weeks, including the push for the library vote on 5/17.
- The Spring Appeal is now in progress, and the newsletters are also now targeting weekly topics; a mailing will also go out in the coming weeks for the fundraising appeal.
- In the coming month, a book sale and bake sale (6/9-6/11; books dropped off by 6/6 and bake sale items dropped off by 6/8).
- For summer reading, the Library is asking vendors for cash donations (in addition to local donations for gift cards for the prizes).

- Brenda also discussed that programs are full, and the Town Hall allowed us to borrow their space while the library is out of service (due to a tree limb falling on the library roof on 5/16).
- Spring and Summer subtheme of gardening; Lowes will be offering plants, soil, shovels, etc. for the preschool-aged children to plant and maintain throughout the summer.
- The Board also discussed adding some stones and seating in the area behind the parking lot; Brenda will develop a proposal with quotes in the coming months.
- On Monday, 5/16, a tree limb fell on the front of the library during a storm. All of the debris was removed, power restored, and a roofing company will repair the roof on 5/19 (cost of roof repair is approximately \$7,400). Servpro will evaluate potential water damage on 5/19. The remainder of the tree will be fully removed in the coming days. All costs of damage will be submitted for potential reimbursement through insurance. The Library is planning to reopen on Friday, 5/20 (so long as roof repairs are complete on 5/19).

### **Committee Updates**

- HR/Policies (Becky, Mary, Brenda, Lisa)
  - Nothing reported or discussed (see “Old Business” for Employee Handbook vote).
- Strategic Planning (Gary, Becky, Jen, Brenda)
  - Nothing reported or discussed.
- Construction/Facility (Rachel, Carol, Lisa, Mike, Brenda)
  - Nothing reported or discussed.
- Personnel/Performance (Ali, Rachel)
  - Nothing reported or discussed.
- Board Development (Gary, Pete)
  - Nothing reported or discussed.

### **Old Business**

- FCL Employee Handbook
  - The Board discussed the Employee Handbook, with small changes requested (e.g., grammatical changes) that will be implemented in the first released version.
  - The Board unanimously approved the Employee Handbook (Gary motioned, Jen seconded).
- New Financial Institution
  - The Library has moved finances to Empower FCU.
- Diversity, Equity, and Inclusion (DEI) Policy (Gary)
  - The Board unanimously approved the DEI Policy (Becky motioned, Mike seconded); the policy will be added to the Handbook as an amendment.
- Community Feedback Survey (Brenda)
  - Brenda discussed the need to ask questions around digital equity to help guide how we use our resources and programming in the coming years; the survey will be discussed in more detail at the June meeting.

### **New Business**

- Summer Preview - Fundraising & Programs (Brenda)
  - Reported above under “Director’s Report.”

### **Any Other Business for the Board**

- Trustees Advisory Committee (Becky)

- Becky provided an update from the Trustees Advisory Committee meeting, including other libraries completing patron surveys, training (outside of Library training) that can count towards the hours required of the Board (e.g., sexual harrassment training), and recruiting for additional Trustees.
- Trustee Training Part 2
  - Postponed to June meeting.
- Summer Meetings
  - The summer meetings include June 15, July 20, and potential for canceling the August meeting (will reevaluate during the next meeting).

**Adjournment**

- Meeting adjourned at 8:21 PM (Mike motioned, Ali seconded).
- The next meeting is scheduled for June 15, 2022 at 7:00 PM.