

RECEIVED

By City Clerks Office at 7:44 am, Sep 12, 2025



Board of Library Trustees
November 14, 2023 at 7:30 PM

The regular meeting of the Board of Trustees was called to order at 7:35pm by Chair Carol Hoffman. Present were: Trustees Carol B. Hoffman (Chair), Paul J. Fahey (Vice Chair), Nancy F. Kukura, Mark S. Robinson (Treasurer), Director Linda C.W. Gardener, Assistant Director Diane Wall and UBS Financial Advisor David Carlson. Absent were Trustees Peter T. Bowman (clerk) and Cathryn M. Mercier.

City warrants and trustee invoices were approved for payment. The minutes from the September 13, 2023 meeting were approved, as moved by Paul Fahey and seconded by Carol Hoffman. A donation to the Trustees in memory of Jim Henderson was recognized. A brief discussion was held regarding the possibility of updating the gift brochure. Nancy Kukura offered to assist in January.

UBS Discussion: David Carlson of UBS was present at the meeting to discuss the Unified trust fund account. There is currently approximately \$50,000 in core savings, which is available for spending. If the market moves up, he recommends moving additional funds to the core savings, which currently has a strong interest rate. He will move the \$200,000 additional funds for the building project closer to the time that they are needed.

David recommends having an endowment policy which will guide spending limits. Previous conventional wisdom was to only spend interest each year. Current views focus on total return. He recommends taking the average market value of the account over the past 12 quarters prior to income disbursement. 4 – 5% of the average would be the spending limit. The Board is in favor of developing a policy to guide spending decisions and clarify the role of the funds for those who may inquire.

Director's Report:

Budget – The FY2024 budget continues as expected with no unusual activity. The FY2024 first quarter trust fund summary was presented for review.



Trustee Business – Trust fund spending to date is \$19,357.41. The balance of the budget allotted for FY24 will be transferred from UBS to the checking account when the remaining funds in the checking account are further depleted. During the month of October, donations were collected for the Dr. Mary Jo Nugent Breast Cancer Trust Fund. \$212.00 was collected from staff and patrons, which will be deposited in the unified account at UBS to benefit the Nugent fund.

Beebe Building – The broken lock on the staff door has been repaired and is operational for staff. The building has been transitioned from A/C to heat. While not excellent, it is workable.

Policies/Administration – The incoming Mayor will be meeting with all department heads over the next month or so.

Kris Rodolico of Follow Your Art will be meeting with Director Gardener to discuss a possible grant opportunity that would involve a piece of public art that addresses spatial equity. In order to consider this, more information is needed, and the Trustees would need to establish a policy to address this type of request.

Programs – Diane Wall reported that successful outdoor children's and teen programs have transitioned indoors in spaces provided by the Milano Center, City Hall and the First Congregational Church. Virtual events continue including author talks, yoga, cooking and craft classes. There will be an after hours teen program next month at the Beebe. Patrons are generally very appreciative.

Staffing & Staff Development – A new staff member was hired to replace Beth Fantozzi, who left in June. Aiden Carroll is the new library assistant in the Children's Room, and is bringing energy and enthusiasm to the job. Staff has participated in the City's full-employee DEI training. The fifth and final session is scheduled for Tuesday, November 21.



Friends – The Friends are continuing to brainstorm ways to raise more funds for the building project.

--

Trustee Bylaws – Paul Fahey reported on the bylaws. He and Cathie have made a few revisions. He requested feedback from the other Trustees regarding term limits for officers. Paul and Cathie will meet again in December, and a draft will be ready to present to the Board at the January meeting.

--

Renovation Report and Naming Policy Discussion

Steel is expected to begin arriving the week of the 20th for the addition. The City continues to have a myriad of issues with the contractor, but work is moving forward. Paul Fahey asked about the level of support coming from the City. Linda reported that City Planner Denise Gaffey is doing significant work on the project, and is fully committed to its success. The Mayor and City Solicitor have also been kept apprised of the progress.

Given the success of the Friends' fundraising, and their plans to continue, the Trustees discussed whether it is advisable to give naming rights to various parts of the building or furniture. Director Gardener reported that there will be a donor wall in the new addition, with various levels of donorship. It was the feeling of the Board that naming should be centralized around the donor wall, without separate named items/locations. A few donations have been made in honor of specific individuals and to enhance specific aspects of the library – this will be recognized on the wall. A full list of all donors can also be made available online.

--

Education Incentive Authorization – With the new contract between the library union and the City being finalized and signed, Paul Fahey moved to approve the annual education incentive portion that is funded by the Trustees, for the duration of the contract.



--

Policy Updates for Mission Statement – Due to an updated mission statement, several library policies refer to a mission statement that is obsolete. Nancy Kukura moved that the Director be authorized to update all impacted policies to reflect the current mission statement. Carol Hoffman seconded the motion; all were in favor. Any other revisions will be brought to the Trustees individually for approval.

--

Other business – There was no other business discussed.

The meeting was adjourned at 8:58pm.

The next meeting is scheduled for January 9, 2024.

Respectfully submitted,

Linda C.W. Gardener *for*
Peter T. Bowman, Clerk
Approved January 10, 2024