

**Bethany Library Association (BLA) Clark Memorial Library (CML) -- Library Board Meeting**  
Tuesday, March 23, 2021

**ATTENDANCE:**

Gayle Bogel (Library Director)	Susan Hartnett
Betsy Thornquist (President)	Mark Hawes
Sheila Lane (Treasurer)	Helen Hawes
Calico Harington (Secretary)	John Pellicano
Meghan Gallagher	Steve Massey

**ABSENT:** Jenny Turner (Vice President)

**Meeting was called to order at 7:02 by Betsy Thornquist, President**

**Action Item 1: Investment Report (Steve Massey)**

The balance as of last night's close was \$480,293. Steve has added two infrastructure items to the account. Performance has not been optimal on the alternative strategy, so Steve would like to finish exiting from it.

**Action Item 2: Approval, Non-discrimination Policy Change**

Betsy shared the revised Non-Discrimination Policy, with one small change.

Susan made a motion to approve the revised policy. Sheila seconded the motion. All voted in favor; none opposed; none abstained.

**Action Item 3: Approval, Reopening plan and dates**

Gayle shared the proposed reopening plan, with gradually increasing hours from April 9 through May 18, a 20-minute time limit for patrons and capacity limits. The plan is to open slowly and cautiously, following State guidelines and in coordination with the Connecticut State Library Division of Library Development. There will be a 48-hour quarantine on materials, with the same protocols that were instituted in June 2020--hand sanitizer, hand washing and masks.

Meghan made a motion to approve the reopening plan. Mark seconded the motion. All voted in favor; none opposed; none abstained.

**Updates**

- Building Committee - The Task Force met on Friday and walked through the prior plans. Gayle and staff have made extensive plans for the transition period. The Task Force would like to revisit the plan for a small moveable circulation desk as they feel this may not be the optimal arrangement. Construction costs have skyrocketed, so it may be good to prioritize new construction. "Moveable" bookcases weigh approximately 3000. Will need to determine if they are necessary.

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- Annual Fund - We are at about 60% of our \$24,000 goal.
- Governance - Has not met, but will meet later in month
- Development
  - Tax Letter - Betsy has created a mail merge. 80 letters have been mailed, with 50 remaining. Betsy has been adding a personal note to each letter.
  - Great Give - The Great Give will be on May 3 & 4. The members of the Board will need to check their personal fundraising pages and update them if necessary, or set up pages if they do not already have them. The more personal pages an organization has, the more funding is available. Gayle will send out information reminding Board members how to access their pages.
  - Legacy Fund - Susan has agreed to spearhead this effort. She has documents we can work from. We are aiming for a September launch.
- Rid Litter Day - On April 17. John has ordered lawn signs and stickers to update existing signs. The Board is encouraged to pitch in and to encourage friends and neighbors to do the same. The Town will pick up the trash. John has all the needed supplies. Last year had the biggest participation ever. (It was spread over a week for distancing.)

### **Consent Agenda:**

1. February minutes
2. Director's Report

Sheila moved to accept the consent agenda, Susan seconded the motion. All voted in favor, none opposed; none abstained.

### **New Business:**

- A new flag has been purchased and is now flying.
- The next regular board meeting is scheduled for 7:00 pm on 04/27/21.

**The meeting was adjourned at 7:41 pm.** Meghan moved to adjourn the meeting. Mark seconded the motion. All in favor; none opposed; none abstained.

Meeting minutes were prepared by Calico Harington