



123 Broad Street, Middletown, CT 06457
Board Room of the Russell Library
Tuesday, June 20, 2017
Board of Trustees Meeting

Present: Trustees, Becker, Berlind, Hadley, Markot, Nelson, Russell, Thazhampallath, Wisneski, and Zawisky; Chief Public Services Officer Doyle, Executive Assistant Ramdial, Director of Finance & HR Administration Harlow; absent: Library Director and CEO Poland

Excused: Trustees Barrett, Carbonella, Greenberg, Zakarian

- 1. Call to Order:** President Thazhampallath called the meeting to order at 7:45 p.m.
 - 2. Public Session/Comment:** There were no comments from members of the public.
 - 3. Approval of Minutes**

It was moved (Trustee Nelson) and seconded (Trustee Hadley) to approve the Regular Trustees Meeting Minutes of May 16, 2017. The motion passed unanimously.
 - 4. New business**
 - a. Election of officers:**

The following slate of officers was nominated:
President: Geen Thazhampallath
Vice President: Bruce Markot
Treasurer: Andy Becker
Secretary: Wendy Berlind
Executive Committee Member: Steve Nelson

It was moved (Trustee Hadley) and seconded (Trustee Zawisky) that the slate of officers be elected. The motion passed unanimously.
 - b. Approval of FY 18 Russell Company Budget:**

Director of Finance & HR Administration Harlow explained that the budget is preliminary. She is still working on the conversion to a non-profit version of QB so the format of the reports issued to the board may change come September. Some of the amounts may also change once Matt has had an opportunity to review.

It was moved (Trustee Berlind) and seconded (Trustee Nelson) to accept the preliminary Russell Company budget. The motion passed unanimously.
 - 5. CEO's Report**

In the absence of Library Director and CEO Poland, Chief Public Services Officer Doyle gave the following report:

 - Museum passes online as of June 7
 - Over 200 new brochures distributed
 - Room reservations online as of June 15
 - Fine Free Youth Cards implemented
 - Facebook announcement viewed/shared over 1500 times
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- Article in Middletown Press
- Summer lunches
 - Run July 5 – August 25 in Activity Room
 - Mon Tue Thur Fri noon lunch & 2pm snack
 - Wed 1pm lunch 3pm snack
 - CRT hiring Site Supervisor
 - Blitz June 30 meet outside Russell at 9am
- Youth Summer Learning
 - 170+ registrations
- Adult Summer Reading
 - 110 people signed up
- deliverIT shutdown July 3-17
- New LION Executive Director Joseph Farara (of Johnson State College in Vermont) starts August 14. Alan Hagyard staying on until July 28.
- Social media
 - Facebook 1424 followers
 - Twitter 944 followers
- Fundraising – over the \$50,000 mark for this FY (which includes FOL \$20,000)! (~\$53,137, was \$47,687 in May)
 - Theresa Petrus bequest \$5,000
 - Hazel Bartman memorial gifts amount to \$450 so far
- Erate funding approved for July 1, 2017-June 30, 2018
 - Internet services discounted 60%
 - Annual cost reduced from \$5400 to \$2160 (\$540 quarterly), a savings of \$3240 per year
- Career Center
 - Funded by Regan Family donations of \$8800
 - Four dedicated computer stations
 - Small meeting space
- Citizenship Center
 - Print materials out
 - iPad linking to citizenship resources in process
 - Page on website being compiled
- Greater reconfiguration of 2nd floor
- First wedding at Russell Library!
 - Shane Grant tied the knot on June 3rd in the Hubbard Room

6. Old Business: There was no old business.

7. Committee Reports and Recommendations:

Finance & Audit Committee Report: Trustee Becker gave his report at the Russell Company meeting. Director of Finance & HR Administration Harlow reported that the full amount of interfund transfer from the endowment has been made, to have it available in case of need, and that grant receipts are down due to the Health Grant being denied for FY17 and the CDBG grant was approved at \$7,500.00 but the funds have yet to be released.

Other committee reports were given at the Company meeting.

There was a motion by Trustee Becker seconded by Trustee Markot to amend the agenda to add Executive Session as item # 8. The motion passed unanimously

8. Executive Session:

It was moved (Trustee Markot) and seconded (Trustee Nelson) to enter Executive Session at 8:00. The motion passed unanimously.

It was moved (Trustee Becker) and seconded (Trustee Berlind) to exit Executive Session at 8:35. The motion passed unanimously.

It was moved (Trustee Becker) and seconded (Trustee Berlind) that the Russell Library Company pay Library Director and CEO Matt Poland the sum of \$2384.80 for an additional, one time only, week of bereavement leave. The motion passed unanimously

9. Adjournment: It was moved (Trustee Wisneski) and seconded (Trustee Nelson) to adjourn the meeting at 8:40 p.m. The motion passed unanimously.

Respectfully Submitted,

Wendy Berlind, Secretary
