

**THE FERGUSON LIBRARY**  
**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**April 28, 2020**

**Present:**

**Board Members:** D. Williams, Chair; T. Cassone; S. Frederick; R. Granata;  
M. Hyman; S. Kim; A. Livingston; P. Morrow; S. O'Shea

**Citizen Advisers:** E. Abate; S. Conley; S. Duarte; C. Ernst; D. Kooris; E. Larson;  
T. Lucero; R. Mercede; S. Perry; M. Sommer; S. Vidan

**Staff:** A. Knapp; N. Bochicchio; L. Avellar; C. Hubbard; E. Joseph; S. LaPerla

Mr. Williams called the meeting to order. This meeting was held via zoom.

**Minutes**

A motion to approve the minutes of the meeting of February 18, 2020 was made by Mr. Granata, seconded by Mr. Cassone, and approved.

**Treasurer's Report**

Ms. O'Shea presented the results of financial operations through March 31, 2020, noting variances in several revenue and expense categories. Mr. Bochicchio discussed the year-end forecast of financial results.

**President's Report**

Ms. Knapp reviewed the strategic plan and discussed the preparation of a new collection development policy. She also commented on activities since the library shutdown on March 13<sup>th</sup> due to the pandemic. Ms. Avellar then commented on plans to conduct an online auction of A Novel Affair items in conjunction with a comedy night virtual fundraiser.

**Executive Committee**

Mr. Williams said that the Executive Committee met via zoom on April 28, 2020 and reviewed the matters on the Board of Trustees agenda. Draft minutes of this meeting were distributed through email prior to the board meeting.

**Building Committee**

Ms. Knapp said that the Waterproofing Project of the Main Library's exterior is underway. The contractor, G.L. Capasso, has been on the job every day, weather permitting, and started working on the west elevation (Burlington alley).

### **Pension Committee**

Mr. Granata said that the Pension Committee met on March 20<sup>th</sup>, April 9<sup>th</sup> and April 27<sup>th</sup> to review the portfolio's performance in the volatile market.

### **Friends of Ferguson**

Ms. Ernst said that the bookshop manager is working at the library while it is closed, refreshing the store inventories and displays. No volunteers are working. The Friends continue to pay their two employees and have applied for a PPP loan.

### **Capital Budget**

Although some funding was provided in the Mayor's capital budget for 2020-2021, Ms. Knapp said it is unlikely the projects will be approved by the fiscal boards.

### **Operating Budget**

Ms. Knapp said the Board of Finance is undergoing a very systematic review of expected revenues for 2020-2021, concerned that the tax collection rate will be substantially lower than usual. Ms. Knapp said she expects a substantial reduction from the Mayor's proposed library funding, maybe to a level below 2019-2020.

### **Other**

Ms. Knapp said that the coffee shop lessee has requested a rent reduction for April, May and June. With the approval of the Executive Committee, he was given free rent in April and he will be allowed to defer payment of the May and June rent until 2021.

Ms. Knapp said that libraries have received very little guidance from American Library Association and the Connecticut State Library on how libraries should respond to the COVID-19 shutdown. We have, however, begun to develop virtual references services and programs, and we are processing book returns using approved "quarantine" techniques for these items.

The library was approved for a \$1.15 million PPP loan through First County Bank. The loan will be largely used for payroll costs. Part-timers who were laid off on March 16<sup>th</sup> began receiving a paycheck from the PPP proceeds based on their average weekly hours worked during the 8-weeks prior to the shutdown. Full-timers have been paid through the shutdown period and the PPP proceeds will offset this costs.

There being no further business, the meeting was adjourned.

Robert J. Granata  
Secretary