

THE FERGUSON LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
October 20, 2020

Present:

Board Members: A. Livingston (Chair); E. Bromley; S. Frederick; R. Granata;
M. Hyman; S. Kim; S. O’Shea; S. Vidan; D. Williams

Citizen Advisers: R. Baron; A. Better-Wirz; J. Block; T. Cassone; S. Duarte;
C. Ernst; D. Kooris; T. Lucero; R. Mercede;

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

The meeting was called to order and was held via zoom.

Minutes

A motion to approve the minutes of the Board of Trustees meeting of September 15, 2020 was made by Mr. Frederick, seconded by Mr. Kim, and approved.

Treasurer’s Report

Mr. Kim presented the Treasurer’s Report for the three-months ending September 30, 2020, which included the income statement, forecast for year-end, and a summary of balance sheet items. He suggested that a review of liquidity, risk, and other balance sheet items be reviewed.

President’s Report

Ms. Knapp discussed items from her President’s Reports and asked Ms. LaPerla to review the work on the 2020 Census, Ms. Hubbard to present the Equity Diversity Inclusion Committee’s Survey, and Ms. Joseph to review the library’s development of programs like “Facing Racism” and our continued work in that area. Ms. Knapp then presented the upcoming plan to conduct the “Innovation Builders” program for the Boards of the Library, Friends, Foundation and staff as a prelude to developing the next Strategic Plan.

Executive Committee

Mr. Livingston said that the Executive Committee met via zoom on October 20, 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

Mr. Williams said that the Building Committee has reviewed the progress of the Waterproofing Project and the development of a proposal from Eversource to replace the lighting at the Bennett Branch with LED bulbs. Work on both these projects continues.

Pension Committee

Mr. Granata said that the Pension Committee met on October 14, 2020 and reviewed the performance of defined benefit plan assets with Wells Fargo, the plan's investment advisor. It was agreed that a hedge fund on the watch list would be liquidated. The performance of the funds available to 401a and 403b participants were reviewed by Hooker & Holcombe, advisor on these plans. A two-month window was approved to give defined benefit plan participants the opportunity to convert accumulated benefits to a 401a plan.

Friends of Ferguson

Ms. Ernst said the second outdoor bag sale of the fall produced \$700 in revenue. The Book Shop has embraced e-commerce: the store inventory will be available for browsing and purchasing online. She also discussed the Friends virtual author talks and membership drive.

COVID-Disruptions

Ms. Knapp said that while COVID-related illness has been completely avoided by the staff directly, quarantines due to family member exposures has caused some staffing shortages. Efforts continue to cross train staff in the event this continues or gets worse.

Tenant Lease

The Winfield Coffee Shop lease was discussed, and it has been paying partial rent since May. Business is obviously down. Mr. Cassone will assist management prepare a lease modification which will be reviewed at the next meeting.

South End Branch 50th Anniversary

Ms. Knapp reported on the South End Branch's 50th Anniversary celebration on October 3rd. The event is available on YouTube.

Capital Budget

The Library's proposed capital budget request for FY 2021 was reviewed. A motion was made by Mr. Williams, seconded by Mr. Granata, and approved to submit the budget to the city.

Other

A list of Citizen Advisers for 2020-2021 was distributed as were assignments for Board Committees.

Executive Session

A motion to enter into Executive Session for the purpose of discussing personnel matters was made, seconded and approved. All Citizen Advisers and guests left the meeting, except for Ms. Knapp and Mr. Bochicchio who stayed at the request of the Board Chair.

A motion was made, seconded and approved to conclude the Executive Session. No action was taken.

There being no further business, the meeting was adjourned.

Robert J. Granata
Secretary