

**THE FERGUSON LIBRARY**  
**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**September 15, 2020**

**Present:**

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

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

**Staff:** A. Knapp; N. Bochicchio; J. Fulcher Anderson; L. Avellar; C. Harper;  
C. Hubbard; E. Joseph; S. LaPerla; E. McKay

**Guest:** Victor Faugno

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

**Minutes**

A motion, made by Mr. Granata and seconded by Ms. O'Shea, to accept the minutes of June 16, 2020 was unanimously approved.

**Victor Faugno**

The following resolution, made by Mr. Williams and seconded by Mr. Cassone, was unanimously approved:

**WHEREAS**, Victor Faugno started his career at The Ferguson Library on June 1, 1969 as an employee of the Maintenance Department; and

**WHEREAS**, on November 3, 1987, Victor Faugno was promoted from General Staff III to General Staff IV, and he was promoted to Building Services Supervisor on September 21, 1992; and

**WHEREAS**, as Supervisor of Building Services, Victor Faugno was responsible for cleaning of the Main Library and maintenance of its mechanical systems; and

**WHEREAS**, on July 15, 2020, Victor Faugno completed over 51 years of continuous service to the library, including nearly 28 years as a Supervisor;

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees of The Ferguson Library hereby extends its sincerest appreciation to Victor Faugno for his dedicated service to the library.

### **Treasurer's Report**

Ms. O'Shea reviewed the reports on financial operations for the year ending June 30, 2020 and the two months ending August 31, 2020, noting variances from the budget on both reports.

### **President's Report**

Ms. Knapp discussed the possibility of receiving funds from the Cares Act Grant through the Connecticut State Library, which would provide funds for supplies and building improvements. She will continue to monitor and report back on the status of this funding.

Ms. Knapp then asked Ms. LaPerla to report on the strategic plan goals through June 30, 2020. The report included the impact of virtual programs and changes in materials requested. Ms. LaPerla also reported on the redrafting of the Collection Development Policy.

Ms. McKay discussed a pilot program to provide literacy coaches to students over the summer. She also reported on attendance at teen programs since the Covid shutdown.

Ms. Hubbard reported on the work of the Equity Diversity & Inclusion (EDI) Council, which has worked on developing an awareness of racial issues.

Ms. Anderson said that author Jerry Craft will attend the October 3<sup>rd</sup> 50<sup>th</sup> Anniversary Celebration of the South End Branch.

Ms. Knapp distributed and commented on the library's 2019-2020 Annual Report.

### **Executive Committee**

The Executive Committee met via zoom on September 15, 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 reported on the final stages of the Main Library Waterproofing Project, and the Eversource proposal to provide a grant and interest free loan to retrofit the lighting at the Bennett Branch.

### **Long Range Planning Committee**

Ms. O'Shea reported on the recent meeting of the Long Range Planning committee. During this upcoming year staff and the committee will begin the work of gathering data for developing the plan. There was an understanding that during these unusual times we should focus on short term planning as well as use the extenuating circumstances to leverage our partnerships with other organizations and demonstrate how we can assist with their needs. There was a strong feeling that the library could assist those in the community who are feeling isolated via our different virtual programs.

As we move forward with focus groups, there was consensus that we should be targeted in our invitations, specifically invite partners like Future 5, B1C, and the Boys and Girls Club rather than just a general invitation. There was also agreement on the need to conduct another survey to gauge broadly what the public is looking for from the library.

### **Pension Committee**

Mr. Granata said that the Pension Committee met on July 20, 2020 and reviewed the performance of the pension's investment portfolio.

### **Friends of Ferguson**

Ms. Ernst said that the Friends have been recruiting new members and volunteers. Plans are being made for the Arts&Crafts book sale and to resume Books for Babies. The option for online book sales is also being explored.

### **Ferguson Foundation**

Ms. Sommer said that the Ferguson Library Foundation Board of Trustees will meet on September 17, 2020 to elect officers for the upcoming year and to review the investment portfolio.

### **COVID-Disruptions**

Ms. Knapp said that since returned books have to be quarantined for three days before they can be processed, it is virtually impossible to assess fines accurately. A motion, made by Mr. Cassone and seconded by Mr. Granata, to waive the collection of fines until the quarantine period is over was unanimously approved.

Ms. Knapp added that two alternative paths were being explored: 1) open more hours as cost-stabilize; and 2) have staffing plans in place to provide services in the event of another Covid-spike and related shutdown.

### **Tenant Lease**

Ms. Knapp said that a lease amendment will be prepared to recognize that the coffee shop tenant is unable to pay its full rent during this period.

### **Trustee Nominations**

As recommended by the Nominating Committee, Mr. Williams moved and Mr. Cassone seconded, the election of Ms. Vidan to a term on the Board of Trustees for 2020 to 2025. The motion was unanimously approved. Mr. Williams reported that Ms. Bromley was appointed by the Mayor to the Board of Trustees for the 2020-2025 term.

### **Officer Nominations**

Mr. Williams said that the Nominating Committee made the following recommendation for officers for 2020-2021:

Chair	Anderson R. Livingston
Vice Chair	Stephanie O'Shea
Treasurer	Sopong Kim
Secretary	Robert J. Granata

A motion, made by Mr. Frederick and seconded by Mr. Hyman, to accept the Nominating Committee's recommendation for officers for 2020-2021 was unanimously approved.

### **Bank Resolution**

The following motion made by Mr. Livingston and seconded by Mr. Cassone was passed with Mr. Granata abstaining:

#### **Resolved:**

That the officers of the Board of Trustees, as well as the President of the Library, be authorized for, and on behalf of, this corporation to transact any and all business with the following banks:

First County Bank  
Bankwell

and that

- the Director of Administrative Services be eligible to authorize disbursements (checks, ACHs, wire, etc.) from the Library's operating and grant accounts;

- operations and grant checks and ach/wire disbursements in excess of \$5,000 will require signatures of both the President of the Library and the Director of Administrative Services;
- the Business Office Supervisor be eligible to authorize disbursements (checks, ACHS, wire, etc.) from the Library's operating and grant accounts up to \$1,000;
- the Business Office Supervisor or Assistant Accounting Manager be authorized to initiate interaccount transfers and ach disbursement for payroll and related deductions and taxes, subject to the approval of either the President or Director of Administrative Services.

### **Trustee Resolution**

The following resolution made by Mr. Williams and seconded by Mr. Frederick, was unanimously approved:

**WHEREAS**, Thomas M. Cassone, Esq. has served as a member of the Board for five years, 2015 – 2020; and

**WHEREAS**, Thomas M. Cassone, Esq. has served as Board Chair for one year, Vice Chair for one year; and Treasurer for one year; and

**WHEREAS**, Thomas M. Cassone, Esq. has served as Chair of the Bylaws; Nominating; Pension; and Personnel Committees, and as a member of the Development Committee; as well as Board Liaison to the Ferguson Library Foundation and the Friends of Ferguson Library Board of Directors;

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees of The Ferguson Library hereby extends its sincerest appreciation to Thomas M. Cassone, Esq. for his distinguished service of over twenty years.

### **LSTA Grant Resolution**

The following resolution moved by Mr. Cassone and seconded by Mr. Granata was unanimously approved:

**RESOLVED** that Alice S. Knapp, the President of The Ferguson Library, is empowered to execute and deliver in the name and on behalf of this organization a certain contract with the Connecticut State Library, State of Connecticut, for an LSTA Financial Literacy Grant with the program name "Entrepreneur in Residence".

Ms. Knapp said that this grant will be used for the Entrepreneur in Residence program.

**South End Branch 50<sup>th</sup> Anniversary**

Mr. Williams and Ms. Knapp invited everyone to attend the Zoom celebration of the South End Branch's 50<sup>th</sup> Anniversary Celebration on Saturday, October 3<sup>rd</sup> at 11:30 AM.

**Executive Session**

A motion was made by Mr. Cassone and seconded by Ms. O'Shea to enter into Executive Session to discuss personnel matters. All Citizen Advisers and guests left the meeting at that time.

A motion as made by Mr. Granata and seconded by Mr. Livingston to conclude the Executive Session. No action was taken in Executive Session.

There being no further business, the meeting was adjourned.

Robert J. Granata  
Secretary