

Community Library Association

Board Meeting Minutes

November 20, 2023

Board members in attendance: Sandie Enders (Zoom), Susan Skowron, Steve Lackey (Zoom), Heidi Brayer (Zoom), Kate Vavpetic (Zoom), Dave Bennett, Sarah Welch (Zoom), Suman Golla (Zoom); Florrie Chapin-Zakrocki

Staff members in attendance: Jill McConnell

Meeting called to order at 7:02 PM

Motion to appoint Florrie Chapin-Zakrocki to the library board by Sandie Enders; seconded by Sarah Welch. Motion passed.

Motion to approve minutes from last meeting by Susan Skowron; seconded by Sarah Welch. Motion passed.

Treasurer's Report

Through October 31, 2023, the Community Library Association reports a surplus of \$219,530, compared to a prior year deficit of (\$63,198). The positive variance in net income is due to a one-time ARAD bonus of \$92,000 and federal ERTC funds of \$249,600, for a total of approximately \$341,600. Expenses are approximately \$37,800 higher (3.9%) than prior year, primarily due to increases in salaries and wages.

Looking ahead, our 2023 budget projects a year-end surplus of approximately \$250,800 – still less than the total of extraordinary revenues – suggesting an ordinary operating deficit of (\$90,000).

In early planning for 2024, we anticipate ordinary revenues of approximately \$1,100,000 and expenses of \$1,281,000 for an operating deficit of (\$182,000). Expenses are budgeted to increase only 2.5% including a modest 3% increase to staff. If we mean to narrow the budgeted deficit, the answer must be found in substantially increased revenues.

Motion to approve the 2024 draft budget by Kate Vavpetic; seconded by Sarah Welch. Motion passed.

Director's Report

All board members received a copy of Jill McConnell's written report prior to the meeting.

The Hartwood Elementary visit went really well. Library open houses at both locations will be held in the spring for all the schools.

Nadine is using short videos to attract donors for Giving Tuesday. Our goal is to raise \$10,000 that day to match a \$10,000 challenge grant we received earlier this year.

Capital Campaign Update

The campaign is being led by Bryant Mitchell and Jim Mitnick, co-chairs, Alex Scott and Steve Lackey with support from Maureen Mahoney-Hill, Jill McConnell and Nadine Ostrowski. This cabinet is meeting biweekly to discuss and direct the campaign strategy and prospects.

A capital campaign committee recruitment event is scheduled for January 17th and 18th from 5:30-7:00 p.m. The committee's main role will be to help spread the word about the campaign, but also support the campaign at some level.

All board members discussed the draft campaign brochure that will be given to prospective donors. The members felt that it was too wordy and needed at least one brief patron profile about how the library has impacted them.

Naming opportunities are available for donors at \$5,000 or above.

No other business was discussed.

The board went into an Executive session.

Meeting adjourned at 8:10 PM.

Submitted by: Jill S. McConnell

Date: 11/21/23