

Easton Public Library
Board of Trustees Meeting Minutes
August 6, 2018
Library Conference Room

Attending: K. Sogofsky, L. Zaffino, L. Dollard, G. Gay, and P. Wizda

Meeting called to order at 7:00 p.m.

Minutes: July minutes were accepted

Old Business:

- Treasurer's Report: Started the transition of funds in Morgan Stanley account to more secure positions in anticipation of withdrawals for expansion. Moved portion of funds on August 6. Remaining funds remain in fixed income vehicles to limit risk. The People's Bank account will continue to serve as the daily operations.
- Library Director's Report: The new circulation desk position has officially started. Lynn has secured services to complete customer service training with the staff on September 18. "The Handmaid's Tale" movie will play on August 21 with plans to have a guest led seminar in September on the book/movie. The library is also more active on Facebook and You Tube with short "Book Talks" to highlight new titles or favorite books of members.
- Bills and Communications: One donation received from Easton Arts Council.
- Public Participation: None
- Fund Raising for Expansion: Fundraising letters will be mailed to households in Easton. The letter will be jointly signed by the Library Board and the Friends of the Library. Final letter shared with the Board. Target date for mailing will be late August or early September pending printer completion. Letter will also be visible in the library and the Board discussed other means to raise the noise level on the effort. As fundraising effort hits certain milestones, additional communications are planned. Additional vehicles for fundraising discussed included Go Fund Me, open house, gala, and other events around the Fall activities at the library.
- Status of Town Approval Process: No material changes reviewed. The location of construction materials was discussed and will not be an issue. Planning and Zoning scheduled for August 20. Conservation scheduled for the August 28.
- Historical Society Concerns: The Board committed to continue to partner with the Historical Society while transparently communicating meaningful updates. The artifacts and property owned by the Historical Society will be handled with the appropriate level of care during the expansion. Kristi Sogofsky has already completed outreach to review proposals brought forward and will update the Board at our next meeting.

New Business:

- No new business was discussed outside of the Library Director and Treasurer Reports
- Activity is expected to rapidly increase in the Fall as expansion efforts accelerate and fundraising activities are launched.

Adjournment: 8:45 p.m.

Next Meeting: September 10, 2018 at 7:00 p.m. (Pushed back 1 week due to Labor Day holiday)

Thank you,
Paul T. Wizda