

**THE FERGUSON LIBRARY**  
**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**June 17, 2025**

**Present:**

**Board Members:** E. Bromley (Chair); M. Mays Green (Vice Chair); S. Vidan (Treasurer); R. Mercede (Secretary); A. George; T. Lucero; L. Meyer; S. O'Shea; C. Paris

**Citizen Advisors:** A. Better-Wirz; S. Fitzgerald; S. Frederick; R. Granata; W. Hill; M. Millian; M. Metwally; J. Orlikoff; S. Perry; M. Sommer; B. Spaulding; D. Stein

**Guests:** Anne Bingaman; Lindsey Miller

**Staff:** A. Knapp; C. Harper; C. Hubbard; S. LaPerla; D. Lyles; A. Marrocolla; E. McKay; Kimberly DeSantis; Noel Sander

Today's Annual Board Meeting was held at the South End Branch at Waterside (78 Southfield Avenue). Emmanuel Doreste, South End's librarian, welcomed the board to the branch. Board Chair Ellen Bromley called the meeting to order at 4:32 pm.

**Minutes**

With a motion made, seconded, and passed, the minutes of the April 22, 2025 Board of Trustees meeting were approved.

**Treasurer's Report**

Treasurer Susana Vidan presented key highlights from her report. Revenue remains strong, particularly from passport services and pay-to-print. However, expenses are trending over budget in wages due to several factors: a long-time employee had remained on FMLA leave with full pay, an interim building & security manager was hired, and a part-time employee moved to full-time status. Spending on software and equipment is slightly elevated, driven by AV upgrades and the relocation to South End's temporary site. The balance sheet shows \$1.3 million in cash-on-hand, and all bills are being paid promptly.

**CEO Reports**

In her April report, CEO Alice Knapp noted that this year's *Novel Affair* was the most successful to date, with a 21% increase in gross revenue of \$320,000. Honoree Eileen Rosner drew a record number of attendees. The VIP reception and honoree ceremony, held in the auditorium, was also a success—particularly in terms of acoustics—compared to previous years when noise posed a challenge.

Anthony Marrocolla, Manager of Information & Adult Services, and Elizabeth McKay, Manager of Youth Services, reported on the May CEO Report that highlighted their department's outreach programs. Please refer to the report for more programming details.

**Executive Committee**

The Executive Committee held a meeting on June 16, 2025 to discuss the agenda for today's Board of Trustees meeting.

**Nominating Committee**

The Nominating Committee met on May 14, 2025 to review the new slate of board officers and members that will be presented for approval at today's meeting.

**Pension Committee**

At their May 22, 2025 meeting, the Pension Committee discussed market performance with USI representatives. Pam Minish from USI suggested that the Pension Committee members attend a fiduciary training session in the fall, and a staff workshop could be conducted on defined contribution plans.

**Foundation Library Board**

Alice Knapp, reporting for Mary Sommer, said the Ferguson Library Foundation board held a meeting on May 15, 2025 and discussed A Novel Affair and the Annual Appeal donations. The Foundation board reviewed the budget for FY 2025-2026. At the Foundation meeting, Ms. Knapp asked for suggestions about potential Foundation board members.

**Friends of Ferguson**

New Friends President Anne Bingaman and Past President Margaret Metwally were both present at today's annual meeting. Ms. Metwally reflected on the past year's accomplishments, including the 45<sup>th</sup> anniversary celebration of the Friends of Ferguson, which drew 100 attendees. She highlighted the success of the Book Shops, noting a recent 33% increase in sales, as well as engaging programs such as Mini Golf, CrimeCONN, and FFAR (Friends of Ferguson Against Racism). Ms. Metwally expressed appreciation to the library's IT Department for helping modernize operations through tools like Constant Contact, which have streamlined reporting and membership management. She then introduced Anne Bingaman, who will lead the Friends as President for the upcoming fiscal year.

**Old Business****2026-2032 Capital Budget Update**

The capital budget request for HVAC at the Bennett Branch was not approved, but the \$150,000 PC replacement was authorized.

**2025-2026 Operating Budget**

Ms. Knapp thanked the mayor for the 4% increase in the library's operating budget. The 4% increase was approved by both the Board of Finance, and the Board of Representatives at their respective meetings.

**Eastside Branch**

Ms. Knapp said the Eastside Branch was not approved by the City's Board of Reps. To garner support, she is planning to conduct community conversations on the potential development of an Eastside Branch.

**AV Upgrade**

All work on the AV upgrades should be completed by the end of August.

**HVAC Update at Main**

No further update on HVAC since April's Board Meeting. Phase 2 will be going out to bid for installation.

**Other**

It should be noted that the Bennett Branch HVAC has recently experienced some outages, and when operating, has been running at 50% capacity since last year. Temporary compressor repairs need to be made. The South End Branch will need to move from Waterside soon. A temporary location is being sought, since the Lathon Wider Community Center will not be ready until sometime in the fall.

**New Business****Adoption of Budget for FY 2025-2026**

The Ferguson Library budget for FY 2025-2026 was presented. A motion was made, seconded, to approve the budget as present. The motion passed.

**2025-2030 Trustee Nominations**

The Nominating Committee recommended that Steven Frederick be elected to the Board of Trustees to succeed outgoing Trustee Susana Vidan, for a five-year term, 2025 to 2030. A motion was made and seconded. The motion passed. Mayor Simmons appointed Lindsey Miller to the Board of Trustees for the 2025-2030 term, replacing outgoing board member Ellen Bromley.

**2025-2050 Officer Nominations**

The Nominating Committee made the following recommendations for Board Officers:

**Officers for 2025-2030**

Chair	RJ Mercede
Vice-Chair	Makeda Mays Green
Treasurer	Andy George
Secretary	Stephanie O'Shea

A motion was made, and seconded, to accept the new officers, and all voted in favor.

**Bank Resolution**

The following motion was made, seconded and approved:

**Resolved:**

That the officers of the Board of Trustees, as well as the CEO 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

M&T Bank

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 CEO of the Library and the Director of Administrative Services;
- The Assistant Accounting Manager be authorized to initiate inter-account transfers and ACH disbursement for payroll and related deductions and taxes, subject to the approval of either the CEO or Director of Administrative Services.

**Trustee Resolution**

A motion was made to adopt the following resolution for outgoing Board Member Ellen Bromley, seconded and approved:

**WHEREAS**, Ellen Bromley has served as a member of the Board of Trustees for five years, 2020 – 2025; and

**WHEREAS**, Ellen Bromley has served as Board Chair for two years; and Secretary for one year, and

**WHEREAS**, Ellen Bromley has served as Chair of the Executive, Development, Nominating, and Personnel Committees, and as a member of the Long Range Planning, and Pension Committees; 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 sincere appreciation to Ellen Bromley for her distinguished service.

A motion was made to adopt the following resolution for outgoing Board Member Susana Vidan, seconded and approved:

**WHEREAS**, Susana Vidan has served as a member of the Board of Trustees for five years, 2020 – 2025; and

**WHEREAS**, Susana Vidan has served as Treasurer for three years; and

**WHEREAS**, Susana Vidan has served as Chair of the Pension Committee, and as a member of the DEI, Development, Executive, Long Range Planning, and Marketing/Advocacy Committees.

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Ferguson Library hereby extends its sincere appreciation to Susana Vidan for her distinguished service.

### **Volunteer Policy**

A motion was made and seconded to accept the Volunteer Policy. The motion passed.

#### **Volunteer Policy**

The Ferguson Library recognizes the need for, and welcomes, volunteers from the community to provide unpaid assistance to the library in various ways. Volunteers are essential to the library's ability to fulfill its mission, enhance public service, and enrich the community.

When volunteers provide assistance, they act as representatives of the library. It is important, therefore, that volunteers present and provide a positive image to the public and follow all library policies and procedures. Volunteers are expected to follow the same standards of dress and conduct as the library's employees and are required to familiarize themselves and adhere to all rules, regulations and policies of the library.

Opportunities to volunteer at the library will vary based on the library's need at any given time. Many volunteer opportunities at the library are available with the Friends of the Ferguson Library. Visit their webpage at <https://www.fergusonlibrary.org/friends> to see what they do and how they support the library.

#### **QUALIFICATIONS**

- Applicants under 18 must have the written consent of their parents or guardian.
- Applicants must be reliable and be able to adhere to the schedule established by the library.

#### **APPLICATION**

Interested applicants should email **[volunteer@fergusonlibrary.org](mailto:volunteer@fergusonlibrary.org)**.

Applicants who meet the qualifications, abilities, and experience required for available volunteer opportunities will be referred to the relevant department or branch supervisor, or their designee, for an interview.

Volunteers shall be selected and assigned without regard to their age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.

## ASSIGNMENTS

Successful applicants for volunteer positions will be assigned work by department and branch supervisors in accordance with the needs of the library and the qualifications of the volunteer.

Volunteers will be assessed periodically, on a formal or informal basis, by the manager of the department or branch to which they are assigned to ensure that their work is satisfactory and fulfills current library needs.

The library reserves the right, in its sole discretion, to discontinue the volunteer's services if, for any reason, the library determines that these services are no longer necessary or appropriate.

## VOLUNTEER BACKGROUND CHECK POLICY

Background checks are required for volunteers when the volunteer's duties include having direct interaction with children, other sensitive responsibilities, or at any other time as the library, in its sole discretion, may deem appropriate. Background checks will be performed in accordance with applicable laws. All background checks will be performed at no cost to the volunteer. The library reserves the right to deny volunteer service based on the results of a background check.

## **Board Meeting Schedule**

Board meeting dates for 2025-2026 were distributed. The next Board of Trustees meeting will be Tuesday, September 16, 2025, at 4:30 p.m.

## **Other**

Cheryl Harper, Director of Administrative Services, after 9 years of service to the library, will retire on June 20, 2025. Cheryl will be greatly missed, and we all wish her happiness in her retirement.

## **Executive Session**

A motion was made and seconded to enter into an executive session at 5:47 pm. The Board of Trustees remained, in person and virtually, while Citizen Advisers and staff exited the meeting. A motion was made, seconded, to end the executive session. The motion passed.

There being no further business, Ellen Bromley motioned to end the meeting. Motion was moved and passed, and the meeting was adjourned at 5:57 pm.

RJ Mercede  
Secretary