

**60 Old Boston Post Road Old Saybrook, CT 06475 (860)395-3184**

**Acton Public Library Board of Trustees Meeting**

**Regular Meeting Minutes**

**Tuesday, March 12, 2024 – 6:30 P.M.**

1. **Call to Order/Pledge of Allegiance**

Chairperson N. Walsh called the meeting to order at 6:31 P.M.

The Pledge of Allegiance was recited.

**Members present:** N. Walsh (Chairperson), A. Schwarz (Vice-Chairman), N. Wise (Treasurer), S. Mariani (Corresponding Secretary), M. Cameron, M. Delmonico, A. Derouaux-Welch, S. Hitchcock Missel, M.A. Iadarola

**Staff:** A. Brouwer (Library Director); J. Galli via Zoom (Recording Clerk)

**In attendance:** N. Prescott, Co-President of Friends

**2. Approval of Minutes**

**MOTION** to approve the **Board Meeting Minutes** of Tuesday, February 13, 2024 as presented **MADE**: A. Derouaux-Welch **SECONDED**: S. Mariani **VOTING IN FAVOR:** N. Walsh, A. Schwarz**,** N. Wise, S. Mariani, M. Cameron, M. Delmonico, A. Derouaux-Welch, S. Hitchcock Missel, M.A. Iadarola **OPPOSED:** None **ABSTAINING:** None **MOTION APPROVED:** 9-0-0.

**MOTION** to approve the **Capital Campaign Committee Meeting Minutes** of Friday, February 9, 2024 as presented **MADE**: S. Mariani **SECONDED**: A. Derouaux-Welch **VOTING IN FAVOR:** N. Walsh, A. Schwarz**,** N. Wise, S. Mariani, M. Cameron, M. Delmonico, A. Derouaux-Welch, S. Hitchcock Missel, M.A. Iadarola **OPPOSED:** None **ABSTAINING:** None **MOTION APPROVED:** 9-0-0.

**MOTION** to approve the **Library Renovation Committee Meeting Minutes** of Friday, February 16, 2024 as amended to show correct spelling of Pat Holoway **MADE**: A. Derouaux-Welch **SECONDED**: A. Schwarz **VOTING IN FAVOR:** N. Walsh, A. Schwarz**,** N. Wise, S. Mariani, M. Cameron, M. Delmonico, A. Derouaux-Welch, S. Hitchcock Missel, M.A. Iadarola **OPPOSED:** None **ABSTAINING:** None **MOTION APPROVED:** 9-0-0.

**MOTION** to approve the **Library Renovation Committee Meeting Minutes** of Friday, February 23, 2024 as presented **MADE**: M.A. Iadarola **SECONDED**: M. Delmonico **VOTING IN FAVOR:** N. Walsh, A. Schwarz**,** N. Wise, S. Mariani, M. Cameron, M. Delmonico, A. Derouaux-Welch, S. Hitchcock Missel, M.A. Iadarola **OPPOSED:** None **ABSTAINING:** None **MOTION APPROVED:** 9-0-0.

**3. Public Comment –** None

**4. ACCEPTANCE OF FINANCIAL REPORT**

There were a few unexpected minor repairs this month: the employee door, a control part break in the HVAC system, and repairs to the women’s bathroom toilet. Some of these repairs will be reflected in next month’s budget. The CEN fiber network will be upgraded this year. Payroll is on track with a slight surplus. The new part-time reference librarian position has been posted. Applications will be accepted until April 1st.

**MOTION** to accept the **Financial Report** as presented **MADE**:A. Schwarz **SECONDED**: M.A. Iadarola **VOTING IN FAVOR:** N. Walsh, A. Schwarz, N. Wise, S. Mariani, M. Cameron, M. Delmonico, A. Derouaux-Welch, S. Hitchcock Missel, M.A. Iadarola **OPPOSED:** None **ABSTAINING:** None

**MOTION APPROVED:** 9-0-0.

**5. Acceptance of Non-Town Fund Report**

The postcards were sent out to all residents. The cost will come out of non-town funds with a possible reimbursement from Friends. Housekeeping was done on some of the accounts, combining them.

**MOTION** to accept the **Non-Town Fund** **Report** as presented **MADE**: A. Derouaux-Welch **SECONDED**: M.A. Iadarola **VOTING IN FAVOR** N. Walsh, A. Schwarz, N. Wise, S. Mariani, M. Cameron, M. Delmonico, A. Derouaux-Welch, S. Hitchcock Missel, M.A. Iadarola **OPPOSED:** None **ABSTAINING:** None **MOTION APPROVED:** 9-0-0.

**6. ACCEPTANCE OF STATISTICS REPORT**

Circulation is doing well, up across the board over last year. For example, Kristin Hannah’s book, *The Women*, has a 500+ waiting list. Amanda upped the number of online books to alleviate this exhaustive list. Popularity of computer classes and tech time continues with 59 one-on-one tech appointments. Event attendance is going well. Homebound made 13 deliveries this month. There were 432 transactions on the self-check machine. Statistically, the issuance of library cards statewide are down.

**MOTION** to accept the **Statistics Report** as presented **MADE**: M. Delmonico **SECONDED**: S. Hitchcock Missel **VOTING IN FAVOR:** N. Walsh, A. Schwarz, N. Wise, S. Mariani, M. Cameron, M. Delmonico, A. Derouaux-Welch, S. Hitchcock Missel, M.A. Iadarola **OPPOSED:** None **ABSTAINING:** None **MOTION APPROVED:** 9-0-0.

**7. CORRESPONDENCES –** None

**8. CHAIRPERSON’S REPORT –** None

**9. LIBRARY DIRECTOR’S REPORT**

According to state statistics, Old Saybrook is trending above in hours open and e-media circulation is on the rise. For example, 718 eBooks circulated this February compared to 685 last year. Hoopla’s checkouts have been reduced to five per month to alleviate the strain on the budget. We are up to 811 in non-fiction weeding, and in the author’s last name K in fiction for adults. Large print, audiobooks and music have been completed. The BorrowIt Report (formerly Connecticard) was submitted to the state for the reporting period March 2023-February 2024. This is a reimbursement program.

During the month of February, 26 adult programs were offered with 262 attending. Emily’s ever popular Get Started with Streaming brought in 37 and David Ruggles, 26. On March 1st the 30th Annual Poetry Competition was kicked off. Poems will be accepted during the month of April with the presentation on Saturday, June 1st.

The children’s library hosted 16 programs with 778 participants. Over 90 people attended the Dino Adoption event at the 13th Annual Take Your Child to the Library Day. The Friends co-sponsored and gave out free books to every child who attended. S’mores & Movie Day and Pokémon Day were enjoyed by many.

YA is seeing a swell in the number of volunteers thanks to community partners like Principal Bauchman, Jessica Hanover, Christine Bairos and the whole YFS crew. The response to Drop-in Game Days and Gaming has been positive. More than a dozen people attended the Intergenerational Paint Night. Open Mic continues to be popular. There will be a solar eclipse event with glasses on April 8th.

**10. FRIEND’S REPORT**

Nancy Prescott hasn’t heard from Essex Savings Bank as of yet regarding the grant. Last year, notification was a check presented to Friends in May.

The next quarterly meeting: April 24th at 11 A.M.

Annual meeting: May 23rd at 5:30 P.M.

**11. OLD BUSINESS**

1. **Subcommittee Updates**

Amanda presented. The subcommittees joined together to form a “Library Renovation Committee.” The committee has been meeting every/every other week with the priority being fundraising. Also:

* Lighthouse Kiosk - Mike’s been hard at work on the lighthouse which will be over ten feet tall. Electronics still need to be done. There will be a slot for cash or checks into a lockbox, a light beam will trip when you make a donation.
* The postcards were mailed. The intent was to make residents aware of the upcoming renovation and to guide them to the website for more information.
* The Committee has been creating a job description for a Capital Campaign Coordinator. This will be a contract position paid for by Friends and gifts for approximately 10 hours per week. The position will be posted on the town’s website.
* Amanda’s first presentation will be to Friends in April. She has also planned a presentation to the Rotary in June. There will be an open house to present renovation plans to the public, the date hasn’t been set yet. Alan suggested Amanda reach out to the Chamber of Commerce as well.
* The town of Old Saybrook’s ARPA Ad Hoc Committee voted unanimously to appropriate $100,000 toward the renovation.
* Friends have scheduled a special meeting for Wednesday, March 20th at 10:30 A.M. to vote for allocation of $10,000 in two payments. The money will pay for postcards and other incidental costs associated with the renovation.

**12. NEW BUSINESS**

1. **Memorial Day Parade Discussion**

The design for the float hasn’t been finalized yet, but the plan is to have a lighthouse with reflective streamers coming from the light and poppies all around. Existing banners will be used but a new fundraising one will need to be purchased.

**13.** **ADJOURNMENT**

**MOTION** to adjourn the meeting of Tuesday, March 12, 2024 at 7:29 P.M. to the next scheduled meeting of **Tuesday, April 9, 2024 at** **6:30 P.M.** in the Main 2nd Floor Conference Room as presented **MADE**: N. Wise **SECONDED**: A. Schwarz **VOTING IN FAVOR:** N. Walsh, A. Schwarz, N. Wise, S. Mariani, M. Cameron, M. Delmonico, A. Derouaux-Welch, S. Hitchcock Missel, M.A. Iadarola **OPPOSED:** None **ABSTAINING:** None **MOTION APPROVED:** 9-0-0.

Respectfully submitted,

Joanne Galli

Recording Clerk