



**ACTON PUBLIC LIBRARY**  
60 Old Boston Post Road Old Saybrook, CT 06475 (860)395-3184  
**Acton Public Library Board of Trustees Meeting**

**Regular Meeting Minutes**  
**Tuesday, August 8, 2023 – 6:30 P.M.**  
**60 Old Boston Post Road**  
**Main 2nd Floor Conference Room**

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Chairperson N. Walsh called the meeting to order at 6:30 P.M.  
The Pledge of Allegiance was recited.

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

**Members absent:** (\*notified, \*\*did not notify): S. Hitchcock Missel\*, M.A. Iadarola\*, A. Schwarz\*

**Staff:** A. Brouwer (Library Director), J. Galli (Board Clerk)

**In attendance:** E. Miller, Co-President of Friends

**2. APPROVAL OF MINUTES**

**MOTION** to approve the **Board of Trustees Meeting Minutes** of June 13, 2023 as presented **MADE:** A. Derouaux-Welch **SECONDED:** M. Cameron **VOTING IN FAVOR:** N. Walsh, S. Mariani, N. Wise, M. Cameron, M. Delmonico, A. Derouaux-Welch **OPPOSED:** None **ABSTAINING:** None **APPROVED:** 6-0-0.

**MOTION** to approve the **Policy Subcommittee Minutes** of June 8, 2023 as presented **MADE:** M. Delmonico **SECONDED:** A. Derouaux-Welch **VOTING IN FAVOR:** N. Walsh, S. Mariani, N. Wise, M. Cameron, M. Delmonico, A. Derouaux-Welch **OPPOSED:** None **ABSTAINING:** None **APPROVED:** 6-0-0.

**MOTION** to approve the **Policy Subcommittee Minutes** of June 29, 2023 as presented **MADE:** A. Derouaux-Welch **SECONDED:** S. Mariani **VOTING IN FAVOR:** N. Walsh, S. Mariani, N. Wise, M. Cameron, M. Delmonico, A. Derouaux-Welch **OPPOSED:** None **ABSTAINING:** None **APPROVED:** 6-0-0.

**MOTION** to approve the **Policy Subcommittee Minutes** of July 21, 2023 as presented **MADE:** M. Delmonico **SECONDED:** A. Derouaux-Welch **VOTING IN FAVOR:** N. Walsh, S. Mariani, N. Wise, M. Cameron, M. Delmonico, A. Derouaux-Welch **OPPOSED:** None **ABSTAINING:** None **APPROVED:** 6-0-0.

**MOTION** to approve the **Building Communications Subcommittee Minutes** of June 21, 2023 as presented **MADE:** S. Mariani **SECONDED:** M. Cameron **VOTING IN FAVOR:** N. Walsh, S. Mariani, N. Wise, M. Cameron, M. Delmonico, A. Derouaux-Welch **OPPOSED:** None **ABSTAINING:** None **APPROVED:** 6-0-0.

**MOTION** to approve the **Building Communications Subcommittee Minutes** of July 13, 2023 as presented **MADE:** M. Cameron **SECONDED:** A. Derouaux-Welch **VOTING IN FAVOR:** N. Walsh, S. Mariani, N. Wise, M. Cameron, M. Delmonico, A. Derouaux-Welch **OPPOSED:** None **ABSTAINING:** None **APPROVED:** 6-0-0.

3. **PUBLIC COMMENT** – None

4. **ACCEPTANCE OF FINANCIAL REPORT**

A. Brouwer reviewed the budget and explained that unspent funds from the 2022-2023 fiscal year were primarily due to PT personnel coverage. She also discussed the need for three employees to be in the building at all times for safety and that scheduling in general has been difficult. N. Wise thanked Brouwer, stating that he is impressed with all that she's done. The Board agreed.

**MOTION** to accept the **Financial Report** as presented **MADE:** A. Derouaux-Welch **SECONDED:** M. Delmonico **VOTING IN FAVOR:** N. Walsh, S. Mariani, N. Wise, M. Cameron, M. Delmonico, A. Derouaux-Welch **OPPOSED:** None **ABSTAINING:** None **APPROVED:** 6-0-0.

5. **ACCEPTANCE OF NON-TOWN FUND REPORT**

Recent large expenditures were the summer reading kick-off and a furniture purchase. A. Brouwer clarified that any town revenue (e.g., services, printing, lost items/fines, flash drives/ear buds) gets deposited into the Town's General Fund.

**MOTION** to accept the **Non-Town Fund Report** as presented **MADE:** M. Cameron **SECONDED:** S. Mariani **VOTING IN FAVOR:** N. Walsh, S. Mariani, N. Wise, M. Cameron, M. Delmonico, A. Derouaux-Welch **OPPOSED:** None **ABSTAINING:** None **APPROVED:** 6-0-0.

6. **ACCEPTANCE OF STATISTICS REPORT**

Circulation has been improving these past few months. Programming has been well attended. The Estuary will resume 1-on-1 tech time in September. Brouwer explained that Hoopla is a pay per use model vs. Libby which is a set fee. Hoopla's budget has been increased because more people are using it. The problem with self-checkout is resolved.

**MOTION** to accept the **Statistics Report** as presented **MADE:** A. Derouaux-Welch **SECONDED:** M. Delmonico **VOTING IN FAVOR:** N. Walsh, S. Mariani, N. Wise, M. Cameron, M. Delmonico, A. Derouaux-Welch **OPPOSED:** None **ABSTAINING:** None **APPROVED:** 6-0-0.

7. **CORRESPONDENCES** – None.

## 8. LIBRARY DIRECTOR'S REPORT

The library will be closed September 4<sup>th</sup> for Labor day. The facilities Manager is out on extended leave. The library will reopen on Sundays starting October 15<sup>th</sup>.

Sad News: Jerry Smith passed away. He was the first person she hired and was “an amazing employee and person,” said Brouwer, “he will be missed by us all.” Here is a link to his obituary: <https://www.guilfordfuneralhome.com/obituaries/Gerard-Jerry-Smith?obId=28560405>.

During the month of June, 33 adult programs were offered with 276 attending. Paint Night, presented by Pam's Picasso's and paid for by the Friends, was at full capacity. The Summer Reading Kick-off combined with Make Music Day was a big hit, the event attracted over 250 people with 210 registering for the summer reading program. In conclusion of Summer Reading, the library will have an End of Summer Celebration with lawn games & pizza. Frank Andrews Mobile Kitchen will be making pizzas from 12:00 - 1:30 p.m. on Wed. Aug. 23. Thank you to Cindy and Brian for their hunt of gift cards for summer reading.

The children's library welcomed 856 participants, among them many new attendees, to the 23 programs. Full of energy, Sing & Stomp continues to be enjoyed by both parents and children. Family Nights remain a highlight of the summer. Thank you to the Friends for funding the programming and to Astra Dance studio for providing a Fairy Tale Dance Camp that ran weekly throughout the summer and was loved by all. The library received a Community Foundation of Middlesex County grant to create a toy lending library due to the hard work of Diana Caty and Mary Didiuk of Traveling Toys, Inc. which will be open to the public in the late fall to early winter.

This month the library issued its first gift to a student who completed her “Caught Studying Card” of which she enjoyed at Sweet Luna's. The monthly open mic continues to be popular with the next one on August 16th. Lisa Lelas explored the proven benefits of vision boards during a lunchtime power hour and will return for follow up programs including one on conducting a first-time screen test for interested aspirants. Dungeons & Dragons remains the most consistent young adult program.

### Coming up:

- The Audubon Society will be presenting Raptors in CT on Tues. Aug. 29 at 6:00 p.m.
- Starting in September, there will be a 4-part hybrid genealogy series with a different topic each month. Sept. 7 - Understanding Family Trees, Oct. 19 - Genealogy Records, Nov. 2 - DNA in Genealogy Research, & Dec. 7- Adoption Genealogy Search.
- A representative from the Florence Griswold Museum will be teaching a watercolor class on Sept. 19 at 6:00 p.m.

## 9. FRIEND'S REPORT

N. Wise presented. Fourteen Friends met on August 3rd for their quarterly meeting. The focus was on the projected budget, overview of July book sale (CCs stimulated more sales) and ways to gain more interest in bank accounts. They voted to move \$20,000 into a CD and \$4,000 into a money market. They agreed to a \$2,000 increase to the programming budget. Next book sale will be November 17-18. Next meeting will be October 18<sup>th</sup> at 11 A.M. after the volunteer breakfast.

10. **OLD BUSINESS**

A. **Elevator Pitch Review**

The pitch, which the Board liked, is a starting point to get information out to the community about the library renovation. The Board also discussed other ways to spread the word including a power point presentation that Brouwer will put together. They shared ideas regarding fundraising for the project.

11. **NEW BUSINESS**

A. **APL Manual review – VOTE**

Being that the manual is lengthy, Brouwer has asked that the Board take from now until the next Board meeting to review.

**MOTION** to continue **APL Manual review** to the next APLB meeting on September 12, 2023 at 6:30 P.M. as presented **MADE:** S. Mariani **SECONDED:** A. Derouaux-Welch **VOTING IN FAVOR:** N. Walsh, S. Mariani, N. Wise, M. Cameron, M. Delmonico, A. Derouaux-Welch **OPPOSED:** None **ABSTAINING:** None **APPROVED:** 6-0-0.

B. **Usage of gift funds for temporary coverage of architectural fees – VOTE**

A. Brouwer explained to the Board that unpaid architectural fees are rising to just under \$20,000 for the renovation and asked the Board to temporarily release non-town funds. She will submit a paid invoice to the Tucker Fund and when the money is received, she will reimburse the accounts.

**MOTION** to release \$20,000 from Connecticard and General Gift cash account to cover architectural fees for the renovation as presented **MADE:** A. Derouaux-Welch **SECONDED:** M. Delmonico **VOTING IN FAVOR:** N. Walsh, S. Mariani, N. Wise, M. Cameron, M. Delmonico, A. Derouaux-Welch **OPPOSED:** None **ABSTAINING:** None **APPROVED:** 6-0-0.

12. **ADJOURNMENT**

**MOTION** to adjourn the meeting of August 8, 2023 at 7:55 P.M. to the next scheduled meeting of **Tuesday, September 12, 2023 at 6:30 P.M.** in the Main 2<sup>nd</sup> Floor Conference Room as presented **MADE:** N. Wise **SECONDED:** M. Cameron **VOTING IN FAVOR:** N. Walsh, S. Mariani, N. Wise, M. Cameron, M. Delmonico, A. Derouaux-Welch **OPPOSED:** None **ABSTAINING:** None **APPROVED:** 6-0-0.

Respectfully submitted,

Joanne Galli  
Recording Clerk