



**Acton Public Library
Board of Directors**

60 Old Boston Post Rd.
Old Saybrook, CT 06475

**Acton Public Library
Board of Directors
Regular Meeting
Tuesday, December 10, 2019**

Attendance

Members present: Amanda Brouwer (Library Director), Nathan Wise (Board Chairperson), Kathleen Smith (Treasurer), Nancy Walsh (Secretary), Michael Cameron, Susan Mariani, Patricia Horn O'Brien, Mike Osnato, Alan Schwarz.

Absent (*notified,**did not notify): Janet Hodge-Burke (Vice Chairperson)*.

Others: Timothy Kellogg (Board Recorder).

Call to Order

Chairperson Wise called the meeting to order at 6:32 p.m. Discussion of agenda amendments took place.

Acceptance of Minutes

The regular meeting minutes of November 12, 2019 were reviewed. A motion was made by Patricia Horn O'Brien and seconded by Michael Cameron to approve the minutes as presented. All were in favor. Minutes were approved as presented. The subcommittee minutes of November 7, 2019 and December 6, 2019 were reviewed. There was some discussion of policies and revisions. A motion was made by Nancy Walsh and seconded by Alan Schwarz to approve the subcommittee minutes as presented. All were in favor. Subcommittee minutes were approved as presented.

Acceptance of the Financial Report

Director Brouwer reviewed the fiscal year to date and Non-Town Funds. For the general budget, there was discussion of expenses for meeting room software, the large print materials budget, and building maintenance, which included boiler issues and outages. For the Non-Town Funds, gift funds have been itemized in greater detail and discussion of that took place. A motion was made by Mike Osnato and seconded by Patricia Horn O'Brien to approve the financial reports as presented. All were in favor. Financial reports approved as presented.

Acceptance of the Statistics Report

Director Brouwer reviewed library statistics. Discussion of statistics took place. Circulation of materials and programming attendance continue to do well. A motion was made by Alan Schwarz and seconded by Kathleen Smith to accept the statistics report as presented. All were in favor. Statistics report approved as presented.

Correspondences

See "Other" under New Business.

Director's Report

Director Brouwer provided her report. For personnel matters, an update was given on the library's newest staff member Claudia and the Reference Librarian Eric. Director Brouwer also reported on the library's work with the Census, and recent proctoring and notary services activity. Discussion of proctoring took place. Director Brouwer reported on volunteer groups serving at the library. There were no LION changes other than the OverDrive embargo. Director Brouwer gave an update on Children's programming including highlights on: the read with a dog programs and Crafternoons. Director Brouwer noted Adult program attendance of 129. She also reported on the Poet Laureate for Life celebration, the strategic planning meeting yesterday, and community engagement.

Friends Report

There was no meeting to report.

Old Business

No old business to report.

New Business

The Policy Subcommittee vote on the Gift Policy was postponed for further updates.

The Strategic Planning Advisory Council recap was shared in the Director's report.

Budget Presentation format change/2021 review

There was discussion of the 20-21 budget proposal, as well as, capital funds and staffing resources. There was discussion of emergency management, boiler quotes from NEC, issues with the atrium leaking, energy efficient lighting, gutter guards, changes to the budget proposal format, and cost containment. An update will be added to Old Business for the January meeting.

2020 Meeting Dates

The 2020 meeting dates were reviewed. A motion was made by Mike Osnato and seconded by Nancy Walsh to approve the meeting dates. All were in favor. 2020 meeting dates approved and attached below.

2020 Officer Elections

Discussion of election process took place. Nominations are due to Tim Kellogg by January 7, 2020. Officer elections will take place at the January 14 meeting.

Other

There was discussion of museum passes.

There was discussion of an email from a concerned parent regarding amendments to the Child Safety Policy. Related discussion took place. Nancy Walsh provided a detailed explanation of the policy revision processes.

Public Participation

No public was present.

Adjournment

A **motion** was made by Alan Schwarz and seconded by Patricia Horn O'Brien to adjourn. Meeting adjourned at 7:44 p.m.

Respectfully submitted,



Timothy Kellogg,
Board Recorder



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**Acton Public Library
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Regular Meeting Schedule**

The Acton Public Library Board of Directors meets regularly on the second Tuesday of each month at 6:30 PM. Special meetings take place as needed.

January 14, 2020

February 11, 2020

March 10, 2020

April 14, 2020

May 12, 2020

June 9, 2020

July 14, 2020 (meeting TBD in June)

August 11, 2020

September 8, 2020

October 13, 2020

November 10, 2020

December 8, 2020