



**Acton Public Library
Board of Directors**

60 Old Boston Post Rd.
Old Saybrook, CT 06475

**Acton Public Library
Board of Directors
Regular Meeting
Tuesday, June 9, 2020**

Attendance

Members present: Amanda Brouwer (Library Director), Nancy Walsh, (Board Chairperson), Alan Schwarz (Vice Chairperson), Kathleen Smith (Corresponding Secretary), Nathan Wise (Treasurer), Susan Mariani, Patricia Horn O'Brien, Mike Osnato. Absent (*notified,**did not notify): Michael Cameron**, Janet Hodge-Burke**. Others: Timothy Kellogg (Board Recorder), Mandy Merritt (Board Recorder Elect)

1. Call to Order and Pledge Allegiance

Chairperson Walsh called the meeting to order at 6:33 p.m. Attendance was taken. The board recited the Pledge of Allegiance.

2. Approval of Minutes

The regular meeting minutes of May 12, 2020 were reviewed. A **motion** was made by Kathleen Smith and seconded by Patricia Horn O'Brien to approve the minutes as presented. All were in favor. Minutes approved as presented.

The Policy Subcommittee meeting minutes of May 22, 2020 were reviewed. A **motion** was made by Kathleen Smith and seconded by Nathan Wise to approve the minutes as presented. There was discussion of the process for approving subcommittee minutes. All were in favor. Minutes approved as presented.

3. Public Comment

Director Brouwer introduced Mandy Merritt who will be the next Library Board Recorder beginning in July.

4. Acceptance of Financial Report

Director Brouwer reported on the fiscal year-to-date. She discussed COVID-19 related expenses, capital expenses, and technology upgrades. There was discussion of personnel expenses during the pandemic. A **motion** was made by Alan Schwarz and seconded by Mike Osnato to approve the financial report as presented. All were in favor. Financial report approved as presented.

5. Acceptance of Non-Town Fund Report

Director Brouwer reported on Non-Town Funds. Strategic planning expenses were noted. Non-Town Funds may need to be used to offset decreased revenue from the Friends of the Library. Laptops are being purchased from the Connecticard or Gift Fund accounts. A **motion** was made by Mike Osnato and seconded by Alan Schwarz to approve the Non-Town Fund report as presented. All were in favor. Non-Town Fund report approved as presented.

6. Acceptance of Statistics Report

Director Brouwer reported on library statistics. She noted digital statistics. Some discussion took place. The May statistics report was unavailable for the meeting.

7. Correspondences

Director Brouwer shared a thank you note with the board that acknowledged the curbside service and library staff efforts.

8. Library Director's Report

Director Brouwer provided her report. Curbside service has started. The biggest discussion of the moment is on reopening plans. PPE placement, including plexiglass, within the building is in process. Director Brouwer is meeting regularly with LION to work together with other libraries in the reopening process. More planning needs to be done. Director Brouwer has been in discussion with the Town and Chief Spera on health safety protocols. Deliveries have started to resume to some degree. Laptops and WiFi Hotspots have been ordered. Parking lot lights have been fixed. A self-checkout machine has been ordered. Director Brouwer is looking into CARES Act approved expenses. Director Brouwer shared the Teen report, which included Dungeons and Dragons and summer reading in connection with the schools. Director Brouwer highlighted Adult programming: 31 people attended the 8 virtual programs. Cindy is starting a Bingo night. Kathy has been calling patrons to checkin and has talked to over 400 patrons. The Audubon Society is doing a Zoom event in July. Director Brouwer shared the Children's report. The Summer Reading Program starts June 15. It will include STEM

programs, crafts, curbside bead pickup, dance class, Riverside Reptiles, and more. Children's is also doing virtual Wiggle Bookworms with Rogina and Fantastic Fridays storytime with Chloe. There was discussion of virtual programming.

9. Friend's Report

Kathleen Smith provided the Friend's Report. There was a Zoom meeting for the Friends of the Library Annual Meeting with election of officers, the revision of Friends bylaws, and the Treasurer's Annual Report. The Friends reached the \$6,000 membership goal, there are some outstanding expenses, the Friends overspent what was taken in due to the cancelation of book sales because of COVID-19. Furniture was purchased. There was a review of annual events, expenses, and activities related to the Friends of the Library.

10. Old Business

Director Brouwer discussed the last Policy Subcommittee meeting. The committee reviewed ADA compliance as a town department. Some discussion of this matter took place.

11. New Business

Mike Osnato addressed the issue of literacy and virtual learning, and what the library can do to help students. Related discussion took place. Nathan Wise raised discussion of the library reopening and COVID-19 surface transfer. Nancy Walsh discussed potential for collaborations with Read to Grow and general access to books for those who need it.

The board acknowledged Tim Kellogg's nearly five years of service as Board Recorder and thank yous were expressed between Tim and the board.

12. Adjournment

A **motion** was made by Susan Mariani and seconded by Alan Schwarz to adjourn the meeting. Meeting adjourned at 7:38 p.m..

Respectfully and farewell,



Timothy Kellogg,
Board Recorder