



**Acton Public Library**  
60 Old Boston Post Road, Old Saybrook, CT 06475  
**Board of Directors**  
**Regular Meeting**  
**Tuesday, August 11, 2020**

**Attendance**

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

Absent (\*notified, \*\*did not notify): Nancy Walsh (Board Chairperson)\*, Janet Hodge-Burke\*\*

Others: Mandy Merritt (Board Recorder)

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

Acting Chairperson Schwarz called the meeting to order at 6:32pm. Attendance was taken. The board recited the Pledge of Allegiance.

**2. Approval of Minutes**

The regular meeting minutes of June 9, 2020 were reviewed. A **motion** was made by Nathan Wise and seconded by Susan Mariani to approve the minutes as presented. All were in favor. Minutes approved as presented.

The Policy subcommittee meeting minutes of June 26, 2020 and July 10, 2020 were reviewed. All were in favor. Minutes approved as presented. Pat O'Brien abstained because she didn't attend those meetings.

**3. Public Comment**

None

**4. Acceptance of Financial Report**

Director Brouwer reported on the fiscal year-to-date. She discussed getting a quote and submitting the repair for the light pole damaged by Storm Isaiah to the Chief to be covered other funds. Boiler repair is underway covered by capital funds. Spending is currently low while not working at full capacity during pandemic. A **motion** was made by Kathleen Smith 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. Nothing has come up at this time. A **motion** was made by Alan Schwarz and seconded by Mike Osnato 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 circulation uptick, curbside successful, low volume, anticipating increases throughout August. A **motion** was made by Mike Osnato and seconded by Susan Mariani to approve the statistics report as presented. All were in favor. Statistics report approved as presented.

**7. Correspondences**

None

**8. Library Director's Report**

Director Brouwer provided her report. Since June, curbside appointments with approximately 50/day, opening 10-1 this week, average of 10-20 patrons per day in the building with browsing gloves available, cleaning between visitors, staff has been very flexible while enduring constant changes, interlibrary delivery system is

now three days a week, meeting with the LION Board to align adjustments across libraries, quarantining books, etc. Laptops and hotspots are ready, plexiglas is installed, gutters cleaned, boiler mechanic finishing installation, light pole came down during storm, children's virtual story times (baby & pre-school), might move programming to the front lawn, crafts available at the door for pick up, expecting influx of teens to finish up their summer reading, online programs have been popular - even joining from other states. BINGO discontinued.

#### **9. Friend's Report**

Kathleen Smith indicated that there is no Friend's Report this month.

#### **10. Old Business**

None.

#### **11. New Business**

Computer & internet Policy - review of draft policy. 'Use of internet by children...' statement to be moved down. A **motion** was made by Mike Cameron and seconded by Nathan Wise to approve the Computer & Internet Policy. All were in favor. Computer & Internet Policy approved.

Hotspot and Laptop Lending Policy - Policy must be agreed by the user (over 18yo with an ID) and signed. Three hotspots and four laptops are available. During the pandemic, this service has been a helpful service for those without. A **motion** was made by Mike Cameron and seconded by Pat O'Brien to approve the Hotspot and Laptop Lending Policy. All were in favor. Computer & Internet Policy approved.

#### **12. Adjournment**

A **motion** was made by Nathan Wise and seconded by Kathleen Smith to adjourn the meeting. Meeting adjourned at 7:04pm.

Respectfully submitted,

Mandy Merritt  
*Board Recorder*