



**Acton Public Library
Board of Directors**

60 Old Boston Post Rd.
Old Saybrook, CT 06475

**Acton Public Library
Board of Directors
Regular Meeting
Tuesday, March 10, 2020**

Attendance

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

1. Call to Order

Chairperson Walsh called the meeting to order at 6:30 p.m.

2. Approval of Minutes

The regular meeting minutes of February 11, 2020 were reviewed. A **motion** was made by Susan Mariani and seconded by Kathleen Smith to approve the minutes as presented. All were in favor, one abstention Janet Hodge-Burke. Minutes approved as presented.

The Policy Subcommittee meeting minutes of February 21, 2020 were reviewed. A **motion** was made by Michael Cameron and seconded by Kathleen Smith to approve the minutes as presented. All were in favor, one abstention Janet Hodge-Burke. Minutes approved as presented.

3. Public Comment

There was no public present for comment.

4. Acceptance of Financial Report

Director Brouwer reported on the fiscal year-to-date. She noted a recent electrical issue that could be expensive to repair and expenses for missing roof tiles. A **motion** was made by Nathan Wise and seconded by Janet Hodge Burke 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. She noted income and disbursements to and from the Friends for programming. CEN Fiber Grant Funds will also be an in/out line item. A **motion** was made by Nathan Wise and seconded by Kathleen Smith to approve the Non-Town Funds report as presented. All were in favor. Non-Town Funds report approved as presented.

6. Acceptance of Statistics Report

Director Brouwer reported on library statistics. Circulation statistics are looking good, partially due to auto renewals. Overdrive statistics went up. There was a brief note about the Shoutbomb text message service, as well as, reference, and program statistics. A **motion** was made by Patricia Horn O'Brien and seconded by Nathan Wise to approve the statistics report as presented. All were in favor. Statistics report approved as presented.

7. Correspondences

There were no correspondences.

8. Library Director's Report

Director Brouwer provided her report. There is a new Saturday staff member, Chloe. Director Brouwer reported on the Sustainability Committee, noting: diversity, inclusion, and equity. This is for the Sustainable CT initiative. There was discussion of the Sustainable CT initiative. Director Brouwer reported that Census preparation will take place at the library on 3/21/2020. Tim will be the staff person available for Census guidance that day. Other community locations will hold Census hours too. Media kits will be available including ukulele kits and flower press kits, for both adults and children. COVID-19 contingency plans to be discussed with the LION Board of Directors. Building issues included paint at the Circulation desk, parking lot lights, OPAC retrofitting for ADA compliance, room divider issues and related maintenance. There was further discussion of COVID-19 contingency plans. Meetings are taking place to discuss plans. Director Brouwer reported on Children's programs including a drive-in movie, Lois Huntley READ dog handler passed away. A

new READ program will occur eventually. Director Brouwer reported on Teen programs including the Youth Action League, Cooking by the Book with Kathy Cobb, and Dungeons and Dragons. Director Brouwer noted Adult programming and Poetry Night, which had 90 poetry submissions. The event is scheduled for April 1st at 6 p.m.. The Veterans program has been postponed due to COVID-19. Director Brouwer reported on strategic planning. Updates included a discussion on library service priorities. Some priorities included technology access, supporting entrepreneurs, community engagement, supporting youth and families, and more. A discussion on the number of poetry submissions took place.

9. Friend's Report

Sheila McPharlin thinks that the March Mini-Sale needs to be cancelled or postponed due to COVID-19. Sheila is going to speak with the Friends Board. Sheila shared that the Friends rewrote their by-laws, which will be reviewed in April and approved in May. The Friends financial working group is discussing funds relative to programming. There was discussion of the Mini Sale postponement. Kathleen Smith noted that the next Friends meeting is in April.

10. Old Business

- **Child Safety Policy Review and update-vote**

There was discussion of the revised Child Safety Policy as an extension of the library's Code of Conduct. DCF has indicated that age 12 is the age it's okay for children to be alone. Further clarification is in process. Continued discussion took place. There was discussion related to grammatical changes. A **motion** was made by Michael Cameron and seconded by Susan Mariani to approve the Child Safety Policy as presented. All were in favor, one abstention Patricia Horn O'Brien.

- **Bylaws review and update-vote**

There was discussion of revised Library Board by-laws. Grammatical corrections were noted. A **motion** was made by Nathan Wise and seconded by Michael Cameron to approve the by-laws as corrected. Discussion items: the Pledge of Allegiance will be on the agenda going forward, clarification that Corresponding Secretary is the official title for that officer position. All were in favor. By-laws approved as corrected.

11. New Business

Nathan Wise came to the board with a discussion of the Town Variety Show that's been cancelled. A town agency has to sponsor the event. A **motion** was made by Nathan Wise and seconded by Janet Hodge-Burke that the Acton Library sponsor the variety show in name only, that no money be collected, with all welcome to attend. Discussion of the motion: Who would pay for school rental? Who would pay for the janitor? Who's liable? More discussion took place. With no personnel and no money collected. How are expenses covered? The event would be in May, with the date TBD. One (1) in favor, six (6) Opposed. Motion opposed.

12. Adjournment

A **motion** was made by Patricia Horn O'Brien and seconded by Michael Cameron to adjourn the meeting. Meeting adjourned at 8:11 p.m..

Respectfully submitted,



Timothy Kellogg,
Board Recorder