



**Acton Public Library
Board of Directors**

60 Old Boston Post Rd.
Old Saybrook, CT 06475

**Acton Public Library
Board of Directors
Regular Meeting
Tuesday, May 12, 2020
Via Zoom**

Attendance

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

Absent (*notified,**did not notify): Jenet Hodge-Burke**

Others: Timothy Kellogg (Board Recorder)

1. Call to Order and Pledge of Allegiance

Chairperson Walsh called the meeting to order at 6:34 p.m. The board said the Pledge of Allegiance.

2. Approval of Minutes

The regular meeting minutes of April 14, 2020 were reviewed. A **motion** was made by Mike Osnato and seconded by Alan Schwarz to approve the minutes as presented. All were in favor. Minutes approved as presented.

The Policy Subcommittee meeting minutes of April 24, 2020 and May 1, 2020 were reviewed. A **motion** was made by Patricia Horn O'Brien and seconded by Susan Mariani to approve the minutes as presented. All were in favor. Minutes approved as presented.

3. Public Comment

No public present for comment.

4. Acceptance of Financial Report

Director Brouwer reported on the fiscal year-to-date. Building door locks had to be rekeyed. She anticipates extra money in salaries due to limited operations because of the pandemic. Building upgrades for COVID-19 aftermath are in the beginning stages. Related discussion took place. Discussion of purchasing laptops or tablets and hotspots for borrowing took place. A **motion** was made to approve \$5,000 for laptops and tablets by Mike Osnato and seconded by Alan Schwarz All were in favor. Motion approved.

6. Acceptance of Statistics Report

Director Brouwer reported on library statistics. No physical circulation is taking place due to COVID-19. Electronic resources are up. Hopefully by May there will be a more complete picture of statistics. Online cards/renewals are up. Hoopla was introduced and is doing well. School library cards are in the works. More e-resources being made available for summer reading. A **motion** was made by Kathleen Smith and seconded by Alan Schwarz 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. Union staff is coming in. Some remote work continues. Staff meetings are happening weekly on Zoom. The reopening committee is working on the next phases of events. LION meetings are happening weekly online. Some deliveries have started. Not all libraries are ready to do the same thing. Building items included plexiglass shields for service desks, boiler work, and research for a self-checkout station. Director Brouwer highlighted virtual programs including: storytimes, summer reading plans, teen Dungeons and Dragons games, and communication with teen volunteers. More homework is impacting students. Adult programs included Genealogy Interest Group, gardening, Tech Time with Tim, walking programs, a dog whisperer, and poetry competition awards being mailed out. There was related discussion. Director Brouwer is not sure how to best proceed with strategic planning initiatives due to the pandemic. Director Brouwer highlighted the work of the Policy Subcommittee.

9. Friend's Report

Kathleen Smith provided the Friend's Report. Friends annual meeting via Zoom will be on May 28 at 1 p.m.. Sheila will send out by-laws for approval prior to the meeting. The book sale is moving to the fall with a new model. There was discussion of Friends funds for summer programs. The library is looking at alternative programming options due to the pandemic. Chairperson Walsh noted that the Friends' membership drive is looking good.

10. Old Business

No old business.

11. New Business

- **Gift and Memorial Donation policy and Form -Vote**

The board reviewed the proposed Gift and Memorial Donation policy and form. A **motion** was made by Nathan Wise and seconded by Patricia Horn O'Brien to approve the Gift and Memorial Donation policy and form as presented. All were in favor. Gift and Memorial Donation policy and form approved as presented.

- **Program Policy, updated- Vote**

The board reviewed the amended Program Policy. A **motion** was made by Mike Osnato and seconded by Alan Schwarz to approve the Program Policy as amended. All were in favor. Program Policy approved as amended.

- **Other**

- **Staff Development Policy - vote**

Item added to the agenda. The board reviewed the Staff Development Policy. A **motion** was made by Nathan Wise and seconded by Michael Cameron to approve the Staff Development Policy as presented. General discussion took place of the policy's statement of support of staff development. All were in favor. Staff Development Policy approved as presented.

FOI training will be postponed until an in person meeting is possible. Related discussion took place.

Tim Kellogg announced that he has accepted the Westbrook Library Director position and will be leaving Acton at the end of June. Related discussion took place.

12. Adjournment

A **motion** was made by Nathan wise and seconded by Mike Osnato to adjourn the meeting. Meeting adjourned at 7:31 p.m..

Respectfully submitted,



Timothy Kellogg,
Board Recorder