



**Acton Public Library
Board of Directors**

60 Old Boston Post Rd.
Old Saybrook, CT 06475

**Acton Public Library
Board of Directors
Regular Meeting
Tuesday, January 8, 2019**

Attendance

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

Call to Order

Chairperson Wise called the meeting to order at 6:31 p.m.

Staff Spotlight

Head of Circulation, Norma Wright shared about her past Cataloging and current Circulation responsibilities. She also shared new initiatives she's working on with the staff.

Minutes

The regular meeting minutes of December 11 were reviewed. A **motion** was made by Kathleen Smith and seconded by Nancy Walsh to approve the minutes as presented. Discussion: discussion of vacancies and the procedure for resigning from and joining a board took place. Related discussion took place. All in favor. Minutes approved as presented.

The three subcommittee minutes for the website, policy, and strategic planning meetings from December 11, December 14, and January 4 were reviewed. A **motion** was made by Mike Osnato and seconded by Alan Schwarz to approve all three subcommittee minutes as presented. All in favor. Subcommittee minutes approved as presented.

Financial Reports

Director Brouwer reported on the Fiscal Year to Date and Non-Town Funds. She shared that Justyna is getting the financials in order. Director Brouwer discussed capital/building projects. Director Brouwer discussed personnel sick time. The Books and supplies line was highlighted. Director Brouwer also noted HVAC budget corrections. A **motion** was made by Patricia Horn O'Brien and seconded by Michael Cameron to approve the financial reports as presented. All in favor. Financial reports approved as presented.

Statistics Report

Director Brouwer reported on library statistics. Adult and YA circulation is up again this month. Director Brouwer highlighted ILL, databases, and other library statistics. A **motion** was made by Michael Cameron and seconded by Kathleen Smith. All in favor. Statistics approved as presented.

Correspondances

Kathleen Smith shared a letter from Sheila McFarland, President of the Friends of the Library, advocating for all of the things the library is doing.

Director's Report

Director Brouwer provided her report. She reported on personnel Maribel is leaving the library staff. She reported on administrative items. The library is closed on Martin Luther King Day. There will be two Staff Professional Development Days this month. The Board of Selectmen/Board of Finance meeting is January 26 at 9 a.m. Director Brouwer reported on LION updates for deliveries and ebooks. Director Brouwer reported on building items, namely research for the addition of a study room, as well as, bids for painting and carpeting. Director Brouwer highlighted Teen programming, Make and Take Chocolate event, Fun Fridays@ Acton, and the new Teen Advisory Board. She reported on Adult programming and Children's Programs, including drop in crafts, outreach to schools, and READ with Ella for all ages.

Friends Report

No report. There's no meeting until January 24.

Old Business

Website design proposals were reviewed. A **motion** was made by Michael Cameron and seconded by Mike Osnato to hire Fredi B for the web design proposal. All in favor. Approved.

Poet Laureate

Discussion of the Poet Laureate link on the website and social sharing content took place.

Budget Presentation

Director Brouwer reported on the 2019-2020 budget presentation. She highlighted objectives. Discussion took place related to strategic planning.

Policy Subcommittee

Director Brouwer reported on the Volunteer Policy. A **motion** was made by Alan Schwarz and seconded by Michael Cameron to accept the volunteer policy as amended. All in Favor. Volunteer Policy approved as amended.

New Business

Board vacancy was discussed during the approval of the minutes.

Public Participation

No public present for comment.

Adjournment

A **motion** was made by Alan Schwarz and seconded by Michael Cameron to adjourn. Meeting adjourned at 8:02 p.m.

Respectfully submitted,



Timothy Kellogg,
Board Recorder