



**Acton Public Library  
Board of Directors**

60 Old Boston Post Rd.  
Old Saybrook, CT 06475

**Acton Public Library  
Board of Directors  
Regular Meeting  
Tuesday, July 9, 2019**

**Attendance**

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

Absent (\*notified,\*\*did not notify): Janet Hodge-Burke (Vice Chairperson)\*, Susan Mariani\*, Mike Osnato\*.

Others: Timothy Kellogg (Board Recorder).

**I. Call to Order**

Chairperson Wise called the meeting to order at 6:34 p.m.

**II. Acceptance of Minutes**

The minutes of June 11, 2019 were reviewed. A **motion** was made by Nancy Walsh and seconded by Alan Schwarz to approve the minutes as presented. All were in favor. The minutes were approved as presented.

The Policy Subcommittee minutes of July 1, 2019 were reviewed. A **motion** was made by Kathleen Smith and seconded by Michael Cameron to approve the minutes as presented. All were in favor. The Policy Subcommittee minutes were approved as presented.

**III. Acceptance of the Financial Report**

Director Brouwer provided the financial report. She reported that the fiscal-year-to-date numbers are close to final for the 2018-2019 fiscal year. Director Brouwer noted that some funds went to The Kate for gutter repairs. Year end expenses were reviewed, including technology and furniture items. Building upgrades were reviewed: carpet, security, emergency lighting, and heat pumps. Discussion of the security system status took place. More detailed fiscal year reports will be provided in the fall once all numbers are final. There were no Non-Town Funds changes to report at this time. A **motion** was made by Alan Schwarz and seconded by Patricia Horn O'Brien to approve the financial report as presented. All were in favor. The financial report was approved as presented.

**IV. Acceptance of the Statistics Report**

Director Brouwer reviewed library statistics. She reported that Adult materials and digital circulation are doing well. Shoutbomb and social media statistics were discussed. Programming and attendance continues to increase. There was discussion of updating the press releases for the Genealogy Interest Group. Pizza Reading Night and Family Night attendance was discussed. Kidz Lunch Bunch was discussed. Director Brouwer noted that database usage is up. A **motion** was made by Kathleen Smith and seconded by Patricia Horn O'Brien to approve the statistics report as presented. All were in favor. The statistics report was approved as presented.

**V. Correspondences**

Director Brouwer shared that she received a note, an email, and a verbal comment. The correspondences included praise for programs and a note celebrating Fiona for going the extra mile.

## **VI. Director's Report**

Director Brouwer provided her report. For personnel, applications are in for the Reference and Young Adult Librarian positions. Interviews will be taking place soon. Director Brouwer noted administrative items. She's working on projects with Stan from the Estuary. There was discussion of Tech Time at the Estuary. Director Brouwer commented on the recent power outage. The Webmaster for the new website is working with Director Brouwer to get the site ready. Director Brouwer noted that LION/DeliverIT is having lots of volume and a bit of a scheduling backlog. Riverbend is working to address the issue. Director Brouwer reported on building items and issues. The HVAC for the Friends' Conference Room will be replaced soon. Upstairs carpet and emergency lighting installations are finishing up. Discussion of maintenance took place. Entryway painting was noted. Children's Department programming and attendance was reviewed and discussed. All ages Summer reading was discussed. Director Brouwer thanked those providing community support for adult bingo prizes and craft donations. Adult/YA Department programming and attendance was reviewed and discussed. Director Brouwer encouraged everyone to check out the gallery paintings on display.

## **VII. Old Business**

There was no old business.

## **VIII. Friends Report**

Kathleen Smith provided the Friends Report. The Friends met on June 27, 2019. The Friends are keeping a \$20,000 balance. Fine donation collections were noted. It was noted that Friends membership dues are over \$5,000. Escape Room planning for January 2020 is in the works. Book sale and bake sale volunteer sign ups are needed. Leftover book sale items will be donated. The Friends are ready for programming expense requests. Director Brouwer gave a report for the Friends.

## **IX. New Business**

The new Notary Public Policy was reviewed and proposed for a vote. A **motion** was made by Alan Schwarz and seconded by Patricia Horn O'Brien to approve the Notary Public Policy as presented. All were in favor. Notary Public Policy approved as presented.

A revised Code of Conduct was reviewed and proposed for a vote. Discussion of the policy draft took place. A **motion** was made by Nancy Walsh and seconded by Kathleen Smith to reconvene the Policy Subcommittee with Patricia Horn O'Brien in attendance to revise the draft. All were in favor. The motion was approved.

The fiscal year was reviewed. Director Brouwer reported that the 2018-2019 budget was underspent, mostly in personnel, which allowed for a lot of maintenance and building updates. Capital funds were also noted.

## **X. Public Participation**

No public present for comment.

## **XI. Adjournment**

A **motion** was made by Kathleen Smith and seconded by Alan Schwarz to adjourn. All were in favor. Meeting adjourned at 7:38 p.m. There will not be an August meeting.

Respectfully submitted,



Timothy Kellogg,  
*Board Recorder*