



**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 14, 2019**

Attendance

Members present: Amanda Brouwer (Library Director), Nathan Wise (Board Chairperson), Janet Hodge-Burke (Vice Chairperson), Kathleen Smith (Treasurer), Michael Cameron, Susan Mariani, Patricia Horn O'Brien, Mike Osnato.

Absent (*notified,**did not notify): Alan Schwarz*, Nancy Walsh (Secretary)*.

Others: Timothy Kellogg (Board Recorder), John O'Brien (Public Guest), Patrick Manders (Public Guest).

Call to Order

Chairperson Wise called the meeting to order at 6:33 p.m.

Acceptance of Minutes

The minutes of April 9, 2019 were reviewed. A **motion** was made by Kathleen Smith and seconded by Patricia Horn O'Brien to approve the minutes as presented. All were in favor. Regular meeting minutes approved as presented.

The Subcommittee Minutes were reviewed. A **motion** was made by Michael Cameron and seconded by Janet Hodge-Burke to approve the Policy Subcommittee minutes of April 26 and May 10 as presented. All were in favor. Subcommittee meeting minutes approved as presented.

Acceptance of the Financial Report

Director Brouwer reported on the fiscal year to date and Non-Town Funds. She highlighted building maintenance, carpet updates, and personnel lines. Director Brouwer noted remaining funds for the fiscal year. Non-Town Funds are up to date and some expenses, including the website, are forthcoming from Non-Town Funds. A **motion** was made by Mike Osnato and seconded by Michael Cameron to approve the financial report as presented. All were in favor. Financial report approved as presented.

Acceptance of the Statistics Report

Director Brouwer reported on library statistics. Circulation statistics were up, including Adult YA, Juvenile, and ILL statistics. Director Brouwer noted that Freegal Music has a streaming option. A **motion** was made by Michael Cameron and seconded by Kathleen Smith to approve the statistics report as presented. All were in favor. Statistics report approved as presented.

Correspondences

Director Brouwer reported on correspondences she'd received from the Old Saybrook Garden Club and Pat Smith. Kathleen Smith reported on a text message from Gwen Pond regarding strategic planning ideas.

Director's Report

Director Brouwer provided her report. She highlighted Fiona's scholarship, noted that the library is closed Sundays for the season, and shared plans for carpet installation. LION/DeliverIT is going well. Director Brouwer reported on building items, noting that the study room is complete. Director Brouwer reported on Children's Department programming: Make and Take Terrarium, READ with Ella, school outreach, and

summer reading. Family Night starts June 17. Director Brouwer reported on Teen programming including book talks, a Mythical Glitter Tattoo event, a sewing project for Marvel Endgame. Director Brouwer reported that Adult programs had 186 attendees for April programs. She highlighted programs.

Friends' Report

Kathleen Smith reported on the 4/25/2019 Friends meeting. Highlights included a more than \$20,000 balance on the Friends' financial report. Pending expenses were noted. New members were welcomed. The Annual Meeting featuring an Evening with Gillettes will be March 23, 2019 at 5:30 p.m.. The Friends have raised more than \$5,500 in membership dues for the year. Funding requests included: website updates, teen programs, and children's programs. The summer book sale is July 18-20. The Friends are working on an Escape Room fundraiser program. The Nominating Committee announced officers for the Friends: Sheila McPharlin (President), Nancy King (Secretary), Pat Smith (Treasurer), Pat Flanagan (Membership Chair), Sheila McPharlin (Book Sale Chair). Director Brouwer gave her report.

Old Business

Director Brouwer reported on the Security Camera System proposal. The proposal includes installation and first year of monitoring for \$8,700.00. Discussion of the proposal took place. Chairperson Wise provided a related update on the Tucker Fund. Essex Savings Bank is new bank trust for the fund. There was discussion of the Tucker Fund. Chairperson Wise noted that discussion of a Steering Committee be added to the September 2019 meeting agenda. A **motion** was made by Patricia Horn O'Brien and seconded by Susan Mariani to accept the ASP Security System proposal. All were in favor. The proposed ASP Security System was approved as presented.

New Business

Director Brouwer reviewed the Security Camera Policy. It was noted that the intent of having a security system is for the security of staff, patrons and assets. It is not meant for total monitoring of library activity. Director Brouwer reviewed major updates from the past policy. Discussion of the policy took place. A **motion** was made by Mike Osnato and seconded by Janet Hodge-Burke to approve the Security Camera Policy as presented. All were in favor. Policy approved as presented.

Other New Business

Chairperson Wise reported that the Chief of Police was told that he was not to instruct the Library Director to evacuate patrons during school safety evacuations and drills.

Public Participation

Mr. O'Brien and Mr. Manders were invited to make public comment. General discussion took place.

Adjournment

A **motion** was made by Michael Cameron and seconded by Janet Hodge-Burke to adjourn. Meeting adjourned at 7:40 p.m.

Respectfully submitted,



Timothy Kellogg,
Board Recorder