



**Acton Public Library
Board of Directors**

60 Old Boston Post Rd.
Old Saybrook, CT 06475

**Acton Public Library
Board of Directors
Regular Meeting
Tuesday, September 10, 2019**

Attendance

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

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

Others: Timothy Kellogg (Board Recorder), Maxine Bleiweis (Guest).

Call to Order

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

Strategic Planning SubCommittee (moved to the start of the meeting)

The board welcomed Maxine Bleiweis to the meeting. Maxine Bleiweis and Associates consultation proposal packet was provided to the board prior to the meeting. The Strategic Planning Subcommittee met with Maxine to discuss plans and ideas. Director Brouwer provided context. Maxine introduced herself, provided a review of her library development background, and reviewed her proposal. Discussion of community and strategic planning took place. Discussion of roles in the process took place. Discussion of strategic planning followup took place. The planning process breakdown was discussed in relation to a seasonal community. Maxine left the meeting. Vote on Strategic Planning Consultant: a **motion** was made by Mike Osnato and seconded by Susan Mariani to approve the hire of Maxine Bleiweis and Associates as consultants for strategic planning. All were in favor. Motion approved.

Acceptance of Minutes

The minutes of July 9, 2019 were reviewed. A **motion** was made by Nancy Walsh and seconded by Kathleen Smith to approve the minutes as presented. All were in favor. Minutes approved. The Subcommittee meeting minutes were reviewed. A **motion** was made by Michael Cameron and seconded by Susan Mariani to approve the 7/24/19 Policy Subcommittee minutes as presented. All were in favor. Approved. A **motion** was made by Nancy Walsh and seconded by Kathleen Smith to approve the 8/23/19 Policy Subcommittee minutes as presented. All were in favor. Approved.

Acceptance of the Financial Report

Director Brouwer reported on the fiscal year to date and Non-Town Funds. A **motion** was made by Michael Cameron and seconded by Janet Hodge-Burke to approve the financial reports as presented. Discussion took place. It was noted that a heat pump line item was added. Director Brouwer noted that strategic planning funds will come from the Connecticut cash account. There was discussion of the Large Print materials fund. All were in favor. Financial reports approved as presented.

Acceptance of the Statistics Report

Director Brouwer reported on library statistics. Children's circulation was way higher than last year, YA is up and overall circulation is up. Program attendance was very good. General discussion of library atmosphere took place. A **motion** was made by Nancy Walsh and seconded by Patricia Horn O'Brien to approve the statistics report as presented. All were in favor. Statistics report approved as presented.

Correspondences

None.

Director's Report

Director Brouwer provided her report. Personnel items included a discussion of Sunday hours and scheduling. Sunday coverage is needed. The library is collaborating with Apple Rehab and working on Community Day. Director Brouwer reviewed 2018-2019 statistics. HVAC units are in. The Children's report highlighted: Read to Feed, participation of 310 kids for Summer Reading, and One Book One Town. The Teen programming report highlighted: Brian Story the new Teen Librarian, the Youth Advisory Board, and Meditation Mondays. The Adult programming report highlighted: July statistics of 14 programs with over 100 total participants, Books on Tap bookclub at 30 Mile (the first title will be *Bear Town*). Director Brouwer reviewed upcoming programming.

Old Business

None.

Friends Report

Kathleen Smith provided the Friends of the Library report. The Friends fiscal year to date was at \$26,000 plus. The July Book Sale generated \$5,000 in sales, There was a discussion of book sale signs, there are new library tote bags, there was a review of Children's programs and summer reading, There was discussion of National Friends of the Library week, the Friends were introduced to new library staff Erik and Brian. The next Friends meeting will be held October 20, 2019.

New Business

Policy Subcommittee vote on Code of Conduct

Withdrawn. The policy was not ready to bring to a vote.

Vote on Program Policy

A **motion** was made by Mike Osnato and seconded by Patricia Horn O'Brien to approve the Program Policy as presented. Discussion: there was discussion of mission and language relating other existing policies. All were in favor. Program Policy approved.

Other

Director Brouwer will renew the board's ACLB membership.

Public Participation

None.

Adjournment

A motion was made to adjourn by Michael Cameron and seconded by Kathleen Smith. Meeting adjourned at 7:42 p.m.

Respectfully submitted,



Timothy Kellogg,
Board Recorder