



Acton Public Library
60 Old Boston Post Road
Old Saybrook, Connecticut 06475

Board of Directors Regular Meeting
Tuesday, May 11, 2021

Attendance

Members present: Amanda Brouwer (Library Director), Nancy Walsh, (Board Chairperson), Nathan Wise (Treasurer), Susan Mariani, Michael Cameron, Patricia Horn O'Brien, Mary Delmonico, Susan Hitchcock Missel and MaryAnn Iadarola. Absent (*notified, **did not notify): Alan Schwarz (Vice Chairperson)* Others: Mandy Merritt (Board Recorder).

1. Call to Order

Chairperson Walsh called the meeting to order at 6:29pm. The Pledge of Allegiance was recited.

2. Approval of Minutes

The regular meeting minutes of April 13, 2021 were reviewed. A motion was made by MaryAnn Iadarola and seconded by Susan Mariani to approve the minutes. All were in favor. The April meeting minutes were approved as submitted.

The Strategic Planning Subcommittee Meeting Minutes of April 23, 2021 were reviewed. A motion was made by Mary Delmonico to approve the minutes with the addition of Susan Mariani's signature. Seconded by Mike Cameron. All were in favor. Pat O'Brien abstained.

The Policy Subcommittee Meeting Minutes of May 7, 2021 were reviewed. A motion was made by Mike Cameron to approve the minutes with a second from Mary Delmonico. All were in favor. Pat O'Brien abstained.

3. Public Comment - None.

4. Acceptance of Financial Report

Director Brouwer informed the Board of her discussion with the First Selectman regarding the second boiler. This second boiler and several window replacements will be acquired using surplus funds split from the capital project of the first boiler. She also mentioned that the electricity bills have decreased as a result of the new boiler. When considering adding NYTimes digital edition subscription, the fee increases by 50% for institutions, so the library will not be upgrading to this service.

A motion was made by Susan Mariani and seconded by MaryAnn Iadarola to approve the Financial Report as presented. All were in favor. The Financial Report was approved.

5. Acceptance of Non-Town Fund Report

Gift funds dedicated for programming are being used and a microphone for outdoor events will be purchased using DEI funds. Some gift accounts funds will support providing books to Saye Brooke Village.

A motion was made by Mike Cameron and seconded by Nathan Wise to accept the Non-Town Fund Report as presented. All were in favor.

6. Acceptance of Statistics Report

A year ago the library was essentially shutdown due to the pandemic. Now, circulation is slowly increasing, ebook and audiobook use has increased. New magazine options will be available from Overdrive. All day people are using computers. Self-check is being used and less curbside activity. Events are going well. Craft kits still popular, Teen crafts also going out. The library is making book withdrawals from the sciences collection.

A motion was made by Mary Delmonico and seconded by MaryAnn Iadarola to approve the Statistics Report as presented. All were in favor.

7. Correspondences - None

8. Library Director's Report

Director Brouwer provided her report beginning with an update on various plans throughout the summer leading toward fully opening in the Fall. Outdoor programs have included book discussions, story time, walking group, and teen programs. There have been a few staff departures. Amanda outlined the experience of the new Assistant Director, who will be starting June 1. Regarding facility upkeep, the cameras have been adjusted instead of repaired/replaced, air filters will be purchased, second boiler being arranged and several window seals will be repaired.

Participants of several adult programs indicated a preference to continue with virtual access. Mention of the upcoming Poetry night and the Social Justice Book discussion. For children's programming, the OS Garden Club provided the grab and go craft kits. Teen programs include Kahoot trivia and plans for a field day and smoothie demonstration to support the summer reading.

9. Friend's Report

Nathan Wise presented the Friend's report, as successor to Kathleen Smith. The April 10th book donation day was successful in preparation for the outdoor book sale on June 24-26. The Friends' Annual meeting will take place May 27 with a guest speaker. The Friends will be sending a packet of information to the APLB.

10. Old Business

Susan Mariani reported for the Strategic Planning Subcommittee noting that the emergency preparedness plan needs to be updated. Also, there will be a visit to Simsbury Library to view their business center as an example of how a business center might integrate with the maker space for APL. Susan also mentioned the need to promote APL. One way to do that next year might be by participating in the town parade. There was also discussion about the potential for a library bike to deliver books. Director Brouwer added that she spoke with Maxine regarding a July restart.

Amanda presented an opportunity for the Board to hear current Freedom of Information (FOI) Act rules and regulations from the State of Connecticut and 'Board Basics' provided by the Associate of Connecticut Library Boards (ACLB). Nathan Wise made a motion for the 'Board Basics' presentation to take place at APLB's regular monthly meeting in June and the FOI presentation to take place at a special board meeting in July. Seconded by MaryAnn Iadarola. All were in favor. Motion carried.

Chairperson Nancy asked each board member to send an email to Director Brouwer indicating individual preference for in-person or virtual Board meetings.

11. New Business

Chairperson Walsh mentioned the APLB's open mid-term Corresponding Secretary position. Susan Mariani volunteered to hold this position in the interim, until the election takes place in 2022. A motion to

accept Susan Mariani's interim Corresponding Secretary position was made by Mike Cameron and seconded by Nathan Wise. All were in favor. Motion carried.

Director Brouwer reviewed the ARPA Grant criteria and the potential ways APL might utilize this funding (some examples; pick-up lockers, touch-less flush & touch-less soap dispensers). Nathan mentioned the Tucker Family Trust as another funding option, if needed. There was additional discussion about the library's HVAC system, furniture and computer technology.

Director Brouwer presented APL's 2003 Disaster Plan which was discussed at the Strategic Planning Subcommittee meeting. Susan Mariani mentioned that Chief Spera, the Fire Marshall and the facilities coordinator will be resources to work with to develop this plan. Susan Mariani highlighted the next meeting on May 19 and asked for participation from other board members.

12. Adjournment

A motion was made by Nathan Wise and seconded by Pat O'Brien to adjourn the meeting. All were in favor. Meeting adjourned at 8:00pm.

Respectfully submitted,

Mandy Merritt,
Board Recorder