



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

**Board of Directors Regular Meeting**  
Tuesday, February 9, 2021

**Attendance**

Members present: Amanda Brouwer (Library Director), Nancy Walsh, (Board Chairperson), Alan Schwarz (Vice Chairperson), Nathan Wise (Treasurer), Susan Mariani, Patricia Horn O'Brien, Michael Cameron. Absent (\*notified, \*\*did not notify): None. Others: Mandy Merritt (Board Recorder)

**1. Call to Order**

Chairperson Walsh called the meeting to order at 6:31pm. The Pledge of Allegiance was recited.

**2. Approval of Minutes**

The regular meeting minutes of January 12, 2021 were reviewed. A motion was made by Alan Schwarz and seconded by Nathan Wise to approve the minutes with removal of the notation for the Strategic Planning Committee to meet with the consultant as that was not the intention for the January meeting. All were in favor. The January meeting minutes were approved.

A motion was made by Nathan Wise and seconded by Susan Mariani to approve the Policy Subcommittee meeting minutes with the January 26 date correction, to the actual date the meeting took place, January 22. Patricia Horn O'Brien abstained. Four members in favor, with one abstention.

A motion was made by Nathan Wise and seconded by Alan Schwarz to approve the Strategic Planning Subcommittee meeting minutes from January 22. Patricia Horn O'Brien abstained. Four were in favor.

A motion was made by Alan Schwarz and seconded by Nathan Wise to approve the Strategic Planning Subcommittee meeting minutes from February 5. Patricia Horn O'Brien abstained. Four were in favor.

**3. Public Comment**

None

**4. Acceptance of Financial Report**

Director Brouwer highlighted a reduction to electricity usage. There were unexpected expenses for the self-check machine. To adjust for next year, under-used resources will be eliminated. Nathan commented that the Finance Board was impressed by the Director's frugality. Recent repairs resulted in a reduction in the need for frequent maintenance. A motion was made by Susan Mariani and seconded by Patricia Horn O'Brien to approve the Financial Report. All were in favor. The Financial Report was approved as presented.

**5. Acceptance of Non-Town Fund Report**

Director Brouwer informed the Board of expenditures for crafts and the Grab and Go due to lack of funds from the Friends. Donations are coming in via the Friends Donation jar. Director Brouwer will follow up on Michelle's quilt gift. A motion was made by Patricia Horn O'Brien and seconded by Alan Schwarz to approve the Non-Town Fund Report. All were in favor. Non-Town Fund report approved as presented.

**6. Acceptance of Statistics Report**

Director Brouwer reported on library statistics noting a circulation reduction of physical materials but ebooks and electronics are doing well. Reference questions and assistance with email set-up relative to vaccination notices. Daily computer appointments and self-checkout station is in use. Online programs are active, including an

upcoming Pierogi class that filled. To accommodate more participants capacity was increased. Hoopla is getting use. Civil War roundtable and genealogy is well attended. A motion was made by Sue Mariani and seconded by Alan Schwarz to approve the Statistics Report as presented. All were in favor. Statistics Report approved as presented.

#### **7. Correspondences**

Community Foundation of Middlesex County awarded \$1000 to be put toward the purchase of 'something fun' for the community. The library brainstormed best use of the funds and then purchased binoculars, metal detectors, and a telescope for check-out use. A press release will be distributed.

#### **8. Library Director's Report**

Director Brouwer provided her report beginning with the end of April timing for the Assistant Director's retirement. The available 30-hour position will be re-posted after the Assistant Director position is filled. The increase in hours for the Young Adult role is under consideration by Board of Finance. Also a second door is being discussed.

20 well attended adult programs have recently been offered, including the popular eagle program. There is an extensive list of topics for upcoming adult programs. The children's craft grab-and-go items have been very popular, shown by the speed at which they are picked up by the community. The Young Adult programs now also include the start up of a chess group, the love your library notes in the hallway, and an upcoming guest speaker for Girls Who Code.

#### **9. Friend's Report**

Nancy Walsh reported on the January 28 Friends meeting, including the current funds relative to the Summer program. The 2021 membership drive will begin in March. Due to the pandemic, books sales have not been possible, maybe late Summer or early Fall. Museum passes have not been available and not accepted by museums during the pandemic.

#### **10. Old Business**

Amanda reported on the Policy Subcommittee's methods for updating the Acton Library's Policy Manual. She also explained the formatting methodology and the plan to make the policy & forms available online. Michael Cameron discovered an error that 'needed to be' corrected. Patricia Horn O'Brien will send her corrections via email.

Susan Mariani updated the Board on the Strategic Planning Subcommittee's intentions to be more engaged in the process, visit other libraries in the region, talk to board members of other libraries, explore best practices and emerging themes. For example, maker spaces, business centers, cafes.

#### **11. New Business**

Upcoming board meeting dates were reviewed by the Board Members. July will be the month off/no meeting.

Amanda presented the proposal from Susie Beckman, Economic Development Coordinator, for a grant that would blend well with the strategic plan and then use the space in the best way possible. The grant idea was met with enthusiastic support and appreciation by the Board.

#### **12. Adjournment**

A motion was made by Alan Schwarz and seconded by Patricia Horn O'Brien to adjourn the meeting. All were in favor. Meeting adjourned at 7:41pm.

Respectfully submitted,

Mandy Merritt,  
*Board Recorder*