



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

Board of Directors Regular Meeting
Tuesday, October 13, 2020

Attendance

Members present: Amanda Brouwer (Library Director), Nancy Walsh, (Board Chairperson), Alan Schwarz (Vice Chairperson), Kathleen Smith (Corresponding Secretary), Nathan Wise (Treasurer), Michael Cameron, Susan Mariani, Patricia Horn O'Brien, Mike Osnato. Absent (*notified, **did not notify): Mike Osnato**, Janet Hodge-Burke** Others: Mandy Merritt (Board Recorder)

1. Call to Order

Chairperson Walsh called the meeting to order at 6:32pm.

2. Approval of Minutes

The regular meeting minutes of September 15, 2020 were reviewed. A motion was made by Nathan Wise and seconded by Alan Schwarz to approve the minutes as presented. All were in favor. Minutes approved as presented.

3. Public Comment

None

4. Acceptance of Financial Report

Director Brouwer noted the date error (2019 should be 2020). She then reported on the fiscal budget year-to-date noting the upcoming change in 'cleaning and maintenance' for an external contract service instead of internal salaried employee, who retired. Also, the copy machine will be removed from this budget. Programming expenses will increase due to additional offerings for unique activities during covid-related restrictions. To collect donations for the Friends, a donation box is now available for book sales. A motion was made by Susan Mariani and seconded by Alan Schwarz to approve the financial report as presented. All were in favor. Financial report approved as presented.

5. Acceptance of Non-Town Fund Report

Director Brouwer reported on Non-Town Funds used for the unexpected expense of bags and stickers for curbside pick-ups. The Holocaust event is on hold until a later date. Microphones were purchased for outside programming, also from the gift fund. A motion was made by Kathleen Smith and seconded by Nathan Wise to approve the Non-Town Fund report as presented. All were in favor. Non-Town Fund report approved as presented.

6. Acceptance of Statistics Report

Director Brouwer reported on library statistics. Circulation is low for libraries across the state. Also the library is not reaching the 75% capacity limit for in-building public use. Outdoor programming is very popular. Alan Schwarz asked about the current procedures related to in-building access. Amanda highlighted the 'check-in' process to fulfill current contact tracing requirements. A motion was made by Alan Schwarz and seconded by Kathleen Smith to approve the statistics report as presented. All were in favor. Statistics report approved as presented.

7. Correspondences

The Estuary Program Director sent a thank you to Cathy for the 700+ phone calls to seniors.

8. Library Director's Report

Director Brouwer provided her report regarding curbside pick up, in-person checkout station, walk-ins, computer use, meeting room for quiet study use, and book displays. Programming assistant, Chloe, was a drama major and she provides story time. PPE is being provided by the town and the library follows their safety guidelines. Delivery system 3x/week. Front door installation soon and the sidewalk ramp has been improved. Cindy's adult programming is popular and has regular followings as a lifelines during this time of persistent personal challenges. Music, story times, and other outdoor programming is very popular. 1-2 craft pick-ups per week. Young adult Summer reading was extended and gift cards were given to highest readers. There is a new Girls-Who-Code club and trying lots of other new things to see what is attractive to our residents.

9. Friend's Report

Kathleen Smith provided the Friend's Report. The previous meeting was August 27, next oct 29. Virtual programs are happening, copier was removed. Guest speaker is scheduled for the annual meeting and for Library Appreciation Week home made, individually wrapped treats will be available. The 'Reference chat' function has been activated during the shutdown to help people.

10. Old Business

None

11. New Business

None/capital spending. Waiting a couple of years until replacing the boiler.
Maxine would like to reconvene the Strategic planning on Oct 21, as an afternoon Zoom meeting.
Amanda to send contact info to the Board to arrange a discussion.
Nathan made an announcement about the Rotary Club's fundraiser for "End Polio Now" drive-through pasta luncheon on Sunday, 10/18 starting at 11:00am at Fireman's Field.

12. Adjournment

A motion was made by Alan Schwarz and seconded by Nathan Wise to adjourn the meeting. Meeting adjourned at 7:16pm.

Respectfully submitted,

Mandy Merritt,
Board Recorder