



**Acton Public Library
Board of Directors**

60 Old Boston Post Rd.
Old Saybrook, CT 06475

**Acton Public Library
Board of Directors
Regular Meeting
Tuesday, November 12, 2019**

Attendance

Members present: Amanda Brouwer (Library Director), Nathan Wise (Board Chairperson), Kathleen Smith (Treasurer), Nancy Walsh (Secretary), Michael Cameron, Susan Mariani, Mike Osnato.

Absent (*notified,**did not notify): Janet Hodge-Burke (Vice Chairperson)*, Patricia Horn O'Brien*, Alan Schwarz*.

Others: Timothy Kellogg (Board Recorder).

Call to Order

Chairperson Wise called the meeting to order at 6:31 p.m.

Public Participation

Tabled until later in the meeting.

Acceptance of Minutes

The regular meeting minutes of October 8, 2019 were reviewed. A **motion** was made by Michael Cameron and seconded by Kathleen Smith to approve the minutes as corrected. All were in favor. Minutes were approved as corrected (a spelling correction was made).

The Policy Subcommittee meeting minutes of October 18 and 31, 2019 were reviewed. A **motion** was made by Mike Osnato and seconded by Nancy Walsh to approve the minutes as presented. All were in favor. Subcommittee minutes approved as presented.

Acceptance of the Financial Report

Director Brouwer reported on the fiscal year to date and Non-Town Funds. There was an additional HVAC service call since the report was produced. CEN fiber internet connection will be happening soon. The Bernstein endowment paid for the Holocaust speaker and purchase of her DVDs for the collection. The Homer Scoville funds were received for maker space and technology initiatives. A **motion** was made by Mike Osnato and Kathleen Smith 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. Computer use, monthly visitors, and program attendance are good. Meeting room statistics are also doing well. There was discussion of statistics and how or why certain things are tracked. A **motion** was made by Susan Mariani and seconded by Nancy Walsh to approve the statistics report as presented. All were in favor. Statistics report approved as presented.

Correspondences

There were no correspondences to report.

Director's Report

Director Brouwer provided her report. Eric has started a new position elsewhere and has resigned as Reference Librarian. Annual report statistics are being prepared. The library will be closing on December 11 for a staff meeting and strategic planning. There will be an early closing on New Year's Eve. Town department head meetings are now taking place and will be held monthly. There was discussion of cost projections for the next fiscal year. Budget presentations are in January. Automatic renewals began on November 1. Building issues were reported: the front book drop is leaking. Director Brouwer shared the Children's report, which included: Children's Fire Safety Month, The Treehouse Players, creative dance, increased class visits, a note that the montessori school might begin making visits, and crafternoons. Director Brouwer shared the Teen report. The Teen Advisory Board is up and running there are 10 teens participating. Teen programs included: crafts, games, a sugar skull program, an upcoming Rube Goldberg competition, and Treasure storytime. Adult programming included: a witch hunt program with 34 attendees, a Taste of Korea event that was well attended, and the Holocaust child survivor program that was also well attended. Also reported: Karen and Lisa

participated in a Census preparation event at Mohegan Sun, the ACLB conference focused on Connecticut library stories, and a strategic planning update was provided. Strategic planning meetings will take place in December.

Friends Report

Kathleen Smith provided the Friends of the Library report. The report addressed: Friends of the Library week and related staff appreciation lunches. It was noted that the Friends had a balance of about \$20,000 in August and about \$19,000 in September. Recent Friends expenses included: book bags, the new copier, and library programs. Friends membership raised \$6,120. The Friends are looking into email publicity. In January the membership mailing will take place. There was discussion of the Library passport program, program funds, and the nominating committee. Sheila McFarland will continue as Friends President, Pat Smith will continue as Treasure, Nancy King will be the Corresponding Secretary, Pat Flanagan is the Membership Chair, and Emily Lebovitz Miller will be the Secretary. Vice President and Assistant Treasurer are vacant. Director Brouwer gave a Director's report at the Friends meeting.

Old Business

There was no Old Business discussed.

New Business

Strategic Planning (Advisory Groups and Working Group creation)

Director Brouwer reported that the library is in the process of getting groups together. There was related discussion. Mike Osnato discussed the previous Strategic Planning Subcommittee meeting.

Policy Subcommittee

There was a vote on the Child Safety Policy. The Child Safety Policy was reviewed and discussed. A **motion** was made by Nancy Walsh and seconded by Susan Mariani to accept the Child Safety Policy as revised. All were in favor. Child Safety Policy approved.

There was a vote on the Exhibits Loans and Displays Policy. The Exhibits, Loans, and Displays Policy was reviewed and discussed. A **motion** was made by Nancy Walsh and seconded by Kathleen Smith to approve the policy. All were in favor. Exhibits Loans and Displays Policy approved.

There was a vote on the Proctoring Policy. The Proctoring Policy was reviewed and discussed. A **motion** was made by Michael Cameron and seconded by Susan Mariani to approve the policy. Discussion included: a change to the font size of the policy title and corrections on page 2. All were in favor. Proctoring Policy approved as amended.

Other

Mike Osnato addressed the possibility of services for tax preparation and college essays. Discussion of the matter took place.

Public participation revisited. No public present for comments.

Adjournment

A **motion** was made by Mike Osnato and seconded by Nancy Walsh to adjourn. Meeting adjourned at 7:53 p.m.

Respectfully submitted,



Timothy Kellogg,
Board Recorder