



**Acton Public Library
Board of Directors**

60 Old Boston Post Rd.
Old Saybrook, CT 06475

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

Attendance

Members present: Amanda Brouwer (Library Director), Nathan Wise (Board Chairperson), Nancy Walsh (Secretary), Michael Cameron, Patricia Horn O'Brien, Alan Schwarz, Kathleen Smith (Treasurer).

Absent (*called,**did not call): Mike Osnato*, Janet Hodge-Burke (Vice Chairperson)*.

Others: Timothy Kellogg (Board Recorder), Lisa Mendes.

I. Call to Order

Chairperson Wise called the meeting to order at 6:32 p.m. The board welcomed new board member Susan Mariani. Susan shared a little about her background.

II. Staff Spotlight: Lisa Mendes

Lisa Mendes shared a little about her role at the library as Reference and Young Adult Librarian. She shared current and upcoming projects.

III. Acceptance of Minutes

The regular meeting minutes of January 8, 2019 were reviewed. A motion was made by Kathleen Smith and seconded by Alan Schwarz to approve the minutes as presented. All in favor, one abstention (S. Mariani was not present/a board member at that time). Minutes approved as presented. There was no February meeting due to weather.

The minutes of all recent subcommittee meetings were reviewed. Discussion of policy revisions took place. A motion was made to approve the policy drafts by Alan Schwarz and seconded by Michael Cameron. A motion was made by Michael Cameron and seconded by Patricia Horn O'Brien to approve the subcommittee minutes as presented. All in favor. All subcommittee minutes approved as presented.

IV. Acceptance of the Financial Report

Director Brouwer reported on the fiscal year to date. Director Brouwer reported on building maintenance expenses, namely the HVAC system. She shared other potential building expenses. Personnel budget lines were noted and briefly discussed. Director Brouwer reported on Non-Town Funds. She noted gift fund lines and efforts to spend them appropriately. A motion was made by Michael Cameron and seconded by Alan Schwarz. All in favor. Financial report approved as presented.

V. Acceptance of the Statistics Report

Director Brouwer reported on library statistics which have increased. She noted OverDrive statistics and shared visitor statistics. She indicated that it's been very busy at the library. Discussion took place. A motion was made by Patricia Horn O'Brien and seconded by Michael Cameron to accept the statistics report as presented.

VI. Correspondences

Director Brouwer noted a correspondence from last month from the soup kitchen for food donations.

VII. Director's Report

Director Brouwer provided her report. She reported on personnel changes and openings. A Library Assistant position is open, a weekend position is open, and Norma will be retiring in April. There was discussion of

certificates of recognition for retired board members. Tim Kellogg will review minutes for past issuances of certificates. Director Brouwer reported that a new time clock system coming soon. She is working on the annual volunteer breakfast. Director Brouwer sent a new website link to board members. There was discussion of the potential for notary services. Director Brouwer noted potential changes for the digital collection and circulation coming from LION. Director Brouwer reported on HVAC and boiler issues, as well as, tree removal in the parking lot area. Director Brouwer highlighted programs, including Take Your Child to the Library Day, the READ with Ella spotlight on the local news, and adult programs.

VIII. Friends' Report

Nancy Walsh reported on the Friends of the Library meeting from January 24, 2019. Her report reviewed Friends financial statistics YTD and program and equipment requests. Discussion took place. The report also noted that the Passport to Connecticut libraries program is coming in April. The Friends meeting also included discussion of YA programs and museum passes. Book donation discussion was reviewed. The March Mini sale will be held 3/28-30. The Friend's membership drive was mailed in February.

IX. Old Business

No old business.

X. New Business

1. Policy Subcommittee

- a. The Child Safety Policy was reviewed during the acceptance of the subcommittee minutes.

2. Other

- a. Chairperson Wise shared that the Holocaust remembrance programming will be postponed until the fall.

XI. Public Participation

No public present for comment.

XII. Adjournment

A motion was made to adjourn by Alan Schwarz and seconded by Michael Cameron. Meeting adjourned at 7:47 p.m.

Respectfully submitted,



Timothy Kellogg,
Board Recorder