



ACTON PUBLIC LIBRARY
60 Old Boston Post Road Old Saybrook, CT 06475 (860)395-3184
Acton Public Library Board of Trustees Meeting

Regular Meeting Minutes
Tuesday, May 14, 2024 – 6:30 P.M.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

Members present: N. Walsh (Chairperson), A. Schwarz (Vice-Chairman), S. Mariani (Corresponding Secretary), M. Cameron, A. Derouaux-Welch, M.A. Iadarola

Members absent: (*notified, **did not notify): N. Wise,* M. Delmonico,** S. Hitchcock Missel*

Staff: A. Brouwer (Library Director); J. Galli (Recording Clerk)

In attendance: N. Prescott, Co-President of Friends

2. APPROVAL OF MINUTES

MOTION to approve the **Board Meeting Minutes** of Tuesday, April 9, 2024 as presented **MADE:** A. Derouaux-Welch **SECONDED:** M.A. Iadarola **VOTING IN FAVOR:** N. Walsh, A. Schwarz, S. Mariani, M. Cameron, A. Derouaux-Welch, M.A. Iadarola **OPPOSED:** None **ABSTAINING:** None
MOTION APPROVED: 6-0-0.

MOTION to approve the **Library Renovation Committee Meeting Minutes** of Wednesday, April 17, 2024 as presented **MADE:** A. Derouaux-Welch **SECONDED:** M.A. Iadarola **VOTING IN FAVOR:** N. Walsh, A. Schwarz, S. Mariani, M. Cameron, A. Derouaux-Welch, M.A. Iadarola **OPPOSED:** None **ABSTAINING:** None
MOTION APPROVED: 6-0-0.

MOTION to approve the **Library Renovation Committee Meeting Minutes** of Friday, April 26, 2024 as presented **MADE:** A. Derouaux-Welch **SECONDED:** M. Cameron **VOTING IN FAVOR:** N. Walsh, A. Schwarz, S. Mariani, M. Cameron, A. Derouaux-Welch, M.A. Iadarola **OPPOSED:** None **ABSTAINING:** None
MOTION APPROVED: 7-0-0.

3. PUBLIC COMMENT – None

4. ACCEPTANCE OF FINANCIAL REPORT

Two months to go with 20% remaining in the budget for the year. Payroll is on target. Most of the programming budget has been depleted. A new computer needs to be purchased. Books are being circulated through the consortium as soon as they come in. There were some issues with installation of the two HVAC units, we are working with the vendor to resolve.

MOTION to accept the **Financial Report** as presented **MADE:** A. Schwarz **SECONDED:** M. Cameron **VOTING IN FAVOR:** N. Walsh, A. Schwarz, S. Mariani, M. Cameron, A. Derouaux-Welch, M.A. Iadarola **OPPOSED:** None **ABSTAINING:** None **MOTION APPROVED:** 6-0-0.

5. ACCEPTANCE OF NON-TOWN FUND REPORT

A purchase was made with Connecticut funds for summer reading prizes and vests. The Renovation Subcommittee paid for the foam board used for the renovation presentation. To date, one hundred and twenty one thousand has been raised in addition to the 1.2 million from the Tucker Fund. To achieve the goal of two million dollars to meet the state grant requirement, the library needs to raise an additional seven hundred thousand.

MOTION to accept the **Non-Town Fund Report** as presented **MADE:** S. Mariani **SECONDED:** A. Schwarz **VOTING IN FAVOR** N. Walsh, A. Schwarz, S. Mariani, M. Cameron, A. Derouaux-Welch, M.A. Iadarola **OPPOSED:** None **ABSTAINING:** None **MOTION APPROVED:** 6-0-0.

6. ACCEPTANCE OF STATISTICS REPORT

Circulation is good overall, especially adult books, magazines and audiobooks. Amanda stated that the budget can't keep up with the demand of digital items, especially audiobooks. She further explained that with Libby, the fee the library pays is only for a certain amount of "reads." Thirty one people placed a hold for *The Women* so the library purchase four extra copies at \$60 a piece. Hoopla's use continues to rise with 430 checkouts in April. With Hoopla, the library pays per use. Amanda will speak to the Rep from Hoopla to see what other options are available. Ancestry had 114 searches this month.

MOTION to accept the **Statistics Report** as presented **MADE:** A. Derouaux-Welch **SECONDED:** M.A. Iadarola **VOTING IN FAVOR:** N. Walsh, A. Schwarz, S. Mariani, M. Cameron, A. Derouaux-Welch, M.A. Iadarola **OPPOSED:** None **ABSTAINING:** None **MOTION APPROVED:** 6-0-0.

7. CORRESPONDENCES – None

8. LIBRARY DIRECTOR'S REPORT

Two part-time reference librarians were hired. A Capital Campaign Coordinator, Victoria, was also hired and will start on June 4th to guide the fundraising effort for the renovation. Funds for this temporary contractual position will come from Friends of Acton. This year instead of the Farmer's Market, the library will be present at two of the town green summer concerts, one in July and one in August. Amanda and Brian completed their Narcan training.

During the month of April, 34 adult programs were offered with 315 attending. The most popular was the Seascape Pastel Workshop. 363 patrons participated in the Passport to Ct Libraries. 2099 patrons accessed our free wifi.

Coming Up:

- **May 21** - Florence Griswold Museum will return to present Van Gogh Relief Prints.
- **June 11** – Bethani Blake, Programs Manager for the African Diaspora of the Amistad Center for Art & Culture at the Wadsworth Museum of Art, will discuss “Freedom Ways: Cultural Reflections from Jubilee to Juneteenth.”
- **June 21** – Summer Reading Kick-off & Make Music Day with local talent performances. Ice cream will be provided by Ice Cream Emergency at 1 P.M.

The children’s library hosted 24 programs with 1013 participants. The Eclipse event went well with 278 attending. In partnership with the OS Garden Club, we celebrated Earth Day with a scavenger hunt, games, story time and bird house making. **Coming up for children:** Design a Bookmark Contest, S’mores and Movie Day, Cupcake Decorating, and Read with Henry.

Marcus Swain brought his love for trains to a Train Talk for Teens program on the 25th. Dungeons and Dragons continues in a Friday afternoon club. Brian and Amanda retrieved a lost Acton Time Capsule, placed in the Town Clerk’s keeping, since May 1992 meant to have been opened in 2017. It was unsealed on the 27th. The library is now collecting items for a 2024 Capsule.

9. FRIEND’S REPORT

The Friends met for their quarterly meeting on April 24th. Book sales and interest from CDs totaled over eleven thousand dollars. A one thousand dollar donation came in to be used specifically for the renovation and will be put into a separate account. The Essex Savings Bank grant brought in \$1191, almost double the amount we received in 2023. This grant is based on votes by the patrons of Essex Bank. The summer book sale is planned for June 27th through the 29th and will include books for adults and children. The hours will be:

- Thursday 3 – 7 P.M.
- Friday 10 A.M. – 4 P.M.
- Saturday 10 A.M. – 3 P.M.

Nancy Baldoni nancybaldoni@comcast.net will put together a volunteer list for the book sale. The Board voted to add a bake sale on Friday with leftovers sold on Saturday. Helen Fazzina htfazzina@yahoo.com will be in charge of the bake sale. Friends will save some books for a future sale and donate others to Traveler’s restaurant. The Annual meeting is May 23rd at 5:30 P.M. There will be an election of Officers and Amanda will present a renovation presentation.

10. OLD BUSINESS

A. Subcommittee Updates

- a. **Library Renovation Committee** - Highlights of the meetings included:
- Selectman Matt Pugliese has donated \$1,400 of his Selectman salary to the library renovation.
 - K. Giugno met with Kyle of Neon. Donations made with Apple Pay, credit card or Pay Pal can be processed with Neon but there are a few fees involved with it including a set-up fee, monthly fees and credit card fees.
 - The Committee is excited to work with the new Capital Campaign Coordinator due to start beginning of June. Victoria brings to the table experience with both large and small fundraising initiatives. The Committee felt that she will help out a lot to organize the campaign. She is also the OS Education Foundation President.
 - Amanda reported on policies other libraries had on naming rights. It was determined that a Naming Opportunity Policy is needed to clarify how to handle this.
- b. **Float Committee for Parade** - Susan Mariani presented. The committee will be meeting on the 19th for a dry run at S. Mariani's house. The day of, they will meet in the Stop N' Shop parking lot.
- c. **Strategic Plan Update** - Three Board members have volunteered to review and update the Strategic Plan: Alan Schwarz, Susan Mariani and Susan Hitchcock Missel. The Committee will complete its review by September.
- d. **Renovation Presentation** - To review, Amanda was hired in 2018 and completed a Strategic Plan in 2021. The Strategic Plan, "to make the library more adaptable to current and future needs and having the ability to use our physical space in a more flexible manner are high priorities," follows regional and national trends in library design.

To support our changing needs, an Architectural Feasibility Study was done in 2022 to assess the existing building and site. The proposed design strategies included renovating both the interior and exterior so that the library can function better for the community. Included in the renovation will be flexible study and gathering spaces.

An architect was hired and renovations are expected to cost a little over five million dollars. The plans were included in the application submitted by Amanda for a two million dollar grant from the state for the renovation. We were awarded the full amount with the caveat that the library match the grant with non-municipal funds. Sixty percent of the funds have been raised to date.

The focus of the renovation is on:

- Creating an enclosed teen space with tables for gathering and a new gaming system.
- Moving the children's library to the 2nd floor with their own programming space. They will have mobile furniture and lower bookshelves.
- Moving the library offices to the 1st floor with a redesign of the main desk along with additional storage and work space.

- Expanding the outdoor patio with a theater area for lectures and book talks.
- Adding two solo study pods that are soundproof with ventilation.
- Transforming the existing children’s library into a new lecture room with a direct exit to the outside.
- Adding more gathering areas with movable furniture.
- Opening the corridor and adding lower mobile bookshelves will add to the open feel.

11. **NEW BUSINESS** – None.

13. **ADJOURNMENT**

MOTION to adjourn the meeting of Tuesday, May 14, 2024 at 8:19 P.M. to the next scheduled meeting of **Tuesday, June 11, 2024 at 6:30 P.M.** in the Main 2nd Floor Conference Room as presented **MADE:** A. Derouaux-Welch **SECONDED:** A. Schwarz **VOTING IN FAVOR:** N. Walsh, A. Schwarz, S. Mariani, M. Cameron, A. Derouaux-Welch, M.A. Iadarola **OPPOSED:** None **ABSTAINING:** None **MOTION APPROVED:** 7-0-0.

Respectfully submitted,

Joanne Galli
Recording Clerk