



**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, June 11, 2024 – 6:30 P.M.**

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Chairperson N. Walsh called the meeting to order at 6:30 P.M.  
The Pledge of Allegiance was recited.

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

**Members absent:** (\*notified, \*\*did not notify): M.A. Iadarola,\* S. Hitchcock Missel\*

**Staff:** A. Brouwer (Library Director); J. Galli (Recording Clerk);  
V. Miller (Chief Development Officer)

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

**N. Walsh made a motion to add a new Agenda item # 8 – Chairperson’s Report**

**MOTION** to approve adding **Chairperson’s Report** to the Agenda as presented **MADE:** N. Walsh  
**SECONDED:** A. Derouaux-Welch **VOTING IN FAVOR:** N. Walsh, A. Schwarz, N. Wise, S. Mariani,  
M. Cameron, M. Delmonico, A. Derouaux-Welch **OPPOSED:** None **ABSTAINING:** None **MOTION**  
**APPROVED:** 7-0-0.

**2. APPROVAL OF MINUTES**

**MOTION** to approve the **Board Meeting Minutes** of Tuesday, May 14, 2024 as presented **MADE:** A.  
Schwarz **SECONDED:** S. Mariani **VOTING IN FAVOR:** N. Walsh, A. Schwarz, N. Wise, S. Mariani,  
M. Cameron, M. Delmonico, A. Derouaux-Welch **OPPOSED:** None **ABSTAINING:** None **MOTION**  
**APPROVED:** 7-0-0.

**MOTION** to approve the **Library Renovation Committee Meeting Minutes** of May 15, 2024; May  
22, 2024; May 29, 2024 as amended to show correct spelling of Deb Grass **MADE:** A. Derouaux-Welch  
**SECONDED:** S. Mariani **VOTING IN FAVOR:** N. Walsh, A. Schwarz, N. Wise, S. Mariani, M.

Cameron, M. Delmonico, A. Derouaux-Welch **OPPOSED:** None **ABSTAINING:** None **MOTION APPROVED:** 7-0-0.

3. **PUBLIC COMMENT** – None

4. **ACCEPTANCE OF FINANCIAL REPORT**

A few more weeks to go until the end of the fiscal year. Funds will need to be shifted over to Repair and Maintenance for an electrician to replace bulbs and ballasts (some needed for emergency lights). The invoice for the electrician is expected to be between two and three thousand. Money will also be shifted from one account to another to cover Hoopla costs.

**MOTION** to accept the **Financial Report** as presented **MADE:** N. Wise **SECONDED:** S. Mariani **VOTING IN FAVOR:** N. Walsh, A. Schwarz, N. Wise, S. Mariani, M. Cameron, M. Delmonico, A. Derouaux-Welch **OPPOSED:** None **ABSTAINING:** None **MOTION APPROVED:** 7-0-0.

5. **ACCEPTANCE OF NON-TOWN FUND REPORT**

A purchase was made with Connecticard funds for summer reading prizes including a 3D printer grand prize and monogrammed vests for the staff.

**MOTION** to accept the **Non-Town Fund Report** as presented **MADE:** M. Delmonico **SECONDED:** A. Schwarz **VOTING IN FAVOR** N. Walsh, A. Schwarz, N. Wise, S. Mariani, M. Cameron, M. Delmonico, A. Derouaux-Welch **OPPOSED:** None **ABSTAINING:** None **MOTION APPROVED:** 7-0-0.

6. **ACCEPTANCE OF STATISTICS REPORT**

Circulation is down in some areas, but overall better than last year, especially audiobooks and eBooks. Hoopla has overspent its budget. Amanda has been in discussions with other libraries about their experiences with Hoopla and what their lending limit is.

**MOTION** to accept the **Statistics Report** as presented **MADE:** A. Derouaux-Welch **SECONDED:** M. Cameron **VOTING IN FAVOR:** N. Walsh, A. Schwarz, N. Wise, S. Mariani, M. Cameron, M. Delmonico, A. Derouaux-Welch **OPPOSED:** None **ABSTAINING:** None **MOTION APPROVED:** 7-0-0.

7. **CORRESPONDENCES** – None

8. **CHAIRPERSON'S REPORT**

N. Walsh informed the Board that Susan Hitchcock Missel has resigned from the Board. Her term expires November of 2025. C. Fortuna will be seeking a replacement.

9. **LIBRARY DIRECTOR'S REPORT**

The library will be closed for a staff training meeting on June 14<sup>th</sup> from 9:30 – 1 P.M. We purchased updated testing books (PSAT, SAT, GED, ACT etc.). Last of the non-fiction weed should be done

by June. The Social Justice Book Discussion, which had great participation, is on hiatus for the summer. There were 2310 wifi sessions and 1355 visitors attending events. Nineteen new library cards were issued.

During the month of May, 36 adult programs were offered with 314 attending. Thirty two people attend the Sheryl Faye portrayal of Helen Keller. She will be back in November to portray Susan B. Anthony. On May 21<sup>st</sup> we had the last of the Florence Griswold programs that was funded by the Friends. All four programs had max attendance of 24.

### **Coming Up in July:**

- Travel Writing Workshop
- Outreach at the Concert on the Green June 26 & August 7 with Cindy and Amanda

The children's library hosted 21 programs with 730 participants. The Cupcake Decorating was so successful with 20 participants that we will offer it next year. This month was the last Bilingual Storytime which went well. The Children's Room is preparing for the busy summer season.

Gaming is gaining interest. We will host a OneUp Games for a Smash Bros Tourney on June 26<sup>th</sup> against Guilford and Madison. TJ's brought in pizzas for the 30 attendees of Paint Night. A senior, for a Capstone project, placed mental help flyers with a phone number in the bathroom stalls.

**Victoria Miller spoke about her new Chief Development Officer position.** Some of her ideas for fundraising include hosting cocktail parties, a comedy night, a car raffle and an online auction. She is meeting with C. Fortuna this week. Victoria can be reached at [vmiller@actonlibrary.org](mailto:vmiller@actonlibrary.org)

## **10. FRIEND'S REPORT**

Nathan presented the Friends report. They met for their annual meeting on May 23<sup>rd</sup> where Amanda did a renovation presentation along with a tour. Along with two successful book sales, Friends received \$5,555 dollars through the membership drive, a one thousand dollar donation toward the renovation and just under twelve hundred dollars from an Essex Savings Bank grant. The A-frame brought in \$1800 through April. The summer book sale is planned for June 27<sup>th</sup> through the 29<sup>th</sup> and will include books for adults and children. Co-Presidents Nancy and Emily were re-elected and Helen Fazzina was elected as Corresponding Secretary. Next quarterly meeting is on June 17<sup>th</sup> at 1 P.M.

Co-President Nancy Prescott added that although the donation of books has been halted to prepare for the book sale, they are accepting donations of bake goods for the Friday sale.

## **11. OLD BUSINESS**

### **A. Subcommittee Updates**

- 1. Honorary Chair of the Renovation Fundraising Campaign**  
Deborah Tucker Grass has agreed to be the Renovation Fundraising Campaign's honorary chair.
- 2. Memorial Day Parade Float: Final Report**  
Nancy thanked Mike Cameron and Sue Mariani for all the effort they put into the float.

**3. Renovation Subcommittee Update**

Ann stated that the committee is researching software platforms that organizations use to track the donations that come in.

**12. NEW BUSINESS**

**A. Gift and Memorial Donation Policy Revision - Vote**

Amanda presented a Naming Opportunity Policy to be added to the Gift and Memorial Donation Form & Policy:

**Naming of Gifts**

This new section of the policy is being included to recognize that fundraising may occur from time to time, and naming of locations, furniture, or collections can be a way to raise major funds and honor a donor at the same time. Naming Opportunities will stay in place, except in the case of a major renovation, relocation, or new construction. If a renovation does occur, the Naming Opportunity may not continue to the new area or building unless a new agreement is made.

While the Board of Trustees is grateful for and encourages donations from all individuals, businesses and organizations, the Board has the right to decline any gift to the Library and/or reject naming proposals. The Board reserves the right to terminate or alter a naming designation in any circumstance.

**13. ADJOURNMENT**

**MOTION** to adjourn the meeting of Tuesday, June 11, 2024 at 7:41 P.M. to the next scheduled meeting of **Tuesday, August 13, 2024 at 6:30 P.M.** in the Main 2<sup>nd</sup> Floor Conference Room as presented **MADE:** N. Wise **SECONDED:** M. Delmonico **VOTING IN FAVOR:** N. Walsh, A. Schwarz, N. Wise, S. Mariani, M. Cameron, M. Delmonico, A. Derouaux-Welch **OPPOSED:** None **ABSTAINING:** None **MOTION APPROVED:** 7-0-0.

Respectfully submitted,

Joanne Galli  
Recording Clerk