

**MINUTES**  
**LIBRARY BOARD OF DIRECTORS REGULAR MEETING**  
**WEDNESDAY, SEPTEMBER 15, 2021**  
**7:00 PM**

**ROLL CALL**

7:09 pm

Federowicz, Goumas, Keating, Regan.

Also in attendance: Higginson, Rivero (remote access)

Absent with notice: Costigan, Bunnell, Sturm.

**ACCEPTANCE OF JUNE MEETING MINUTES**

Motion to accept June meeting minutes: Goumas; Second: Regan. Vote: 4 — 0

**AUDIENCE OF CITIZENS**

n/a

**TREASURER'S REPORT**

Submitted and presented by Goumas:

Copier: \$101.21 (June 2021), \$53.60 (July 2021), \$53.25 (August 2021);

Fines: \$14.16 (June 2021), \$47.84 (July 2021), \$42.60 (August 2021);

Lost and Damaged Books: \$43.99 (June 2021), \$9.99 (July 2021), \$53.95 (August 2021);  
total: \$420.59.

Grants: \$3,000 deposit from the Americans Recovery Act grant in July--total: \$ 9,658.85;

Gifts and Bequests \$185 expenditure on Summer Reading prizes in June--total: \$ 14,607.43.

Grants account has been rectified to ledger through 2021. Working on reconciling Gifts and Bequests to the ledger. Costigan and Goumas have been going through records. Costigan and Goumas met with Finance Director and the source of the majority of the discrepancy was identified and rectified. All three will meet again soon. Discussion on this.

Motion to accept Treasurer's Report as presented: Federowicz; Second: Regan. Vote: 4 -0.

**DIRECTOR OF MUNICIPAL LIBRARY/MEDIA OPERATIONS REPORT**

Submitted by Costigan and presented by Higginson:

The American Rescue Plan Act (ARPA) Grant application was submitted and awarded on June 28<sup>th</sup> in the amount of \$3,000 which was spent on: Self-Cleaning surfaces for high contact areas; Princh, which is an incredibly simple cloud-based printing solution; and a Fall 2021 Adult Technology series of 14 programs focusing on Digital Literacy, Digital Career and Job Skills Building, and Digital Telehealth topics.

The transfer of \$9,985 for the patio was approved by the Board of Finance on June 28<sup>th</sup>. Our contractor is still waiting for the blocks to come in, so it has not been done yet. There is a shortage this year due to the pandemic.

The good news is the retractable awnings were installed outside the back of the lobby on July 14<sup>th</sup> (fully funded by the Friends of the Library in Oxford).

Additional acoustic panels around the library were added to help with the echoing; and also an exterminator was hired to help with the spider and bug problem.

Costigan applied for and received an e-rate discount on our ISP for our fiber optic cable this fiscal year. We will save \$738 with this 50% discount. In order to qualify, we need to become CIPA (Children's Internet Protection Act) compliant to get assistance with our fiber maintenance & ISP every year. Costigan is required to post a bid over the winter to qualify for a discount and will be working on an internet safety policy that will need to be approved at the next meeting, but will send a draft of it ahead of time for Board review.

Our hard-working college students who were Pages/Library Clerks went back to school in the middle of August-Morgan Hines and Anna Ort. Two replacements were hired-Alex Magera and Kassidy Schiavi.

The 32 hour Circulation Coordinator position has been approved to become a 40 hour per week position by our First Selectman and the Municipal Employees Union on August 30.

Costigan attended the Friends meeting on September 2<sup>nd</sup>. She provided them with a general update and they discussed a book sale taking place at a booth outside Quaker Farms School on Election Day.

The Summer Reading Program was a huge success this year with 541 participants! Costigan thanks all the staff for a great job handling COVID protocols as well as our patrons' needs and requests. Our programs were well attended...please see the Librarians' reports for details.

### **ADULT SERVICES LIBRARIAN'S REPORT**

Submitted and presented by Higginson:

Monthly calendars submitted for June, July, August, September, October.

Numerous programs held and upcoming. Discussion on these. Collection and Circulation figures included as well as listings of upcoming Fall Adult Programs. Attended training on filling out the state library annual report, workforce solutions database training, Hoopla downloadables changes, Bibliomation materials catalog changes, and citizen science in libraries webinars over the summer. Assisted in writing the town annual report with Robyn and Robbi for submission in August. Continued planning late Fall programming. Discussed and planned multiple displays with staff member Tricia Hines to encourage browsing and circulation. Began filling in annual statistical report to the state library, due in November. Installed Princh printing console with assistance of Robyn Rivero today to enable remote printing and payment by credit or debit card by patrons for their documents from their devices.

### **CHILDREN'S LIBRARIAN'S REPORT**

Submitted and presented by Rivero:

Collection of materials were cultivated with summer reading lists in mind, and we had most titles on the lists distributed by the schools already. Rivera worked to make sure the school assignments were available in binders in the library for all grades as they visited this summer.

93 programs were held with 703 participants. Summer Reading outcome based surveys were taken for the state library and results from patrons are attached to the report. 100% of the respondents agree or strongly agree that they felt welcome, 91% enjoyed the activities, 90% learned something at the library. The most common comment was the friendliness and helpfulness of the staff.

Banned Books Week displays are coming the last week of September. Monthly Teen Craft nights are planned. Outdoor Movie Nights were so popular this August we are doing another series of them in October for 3 weeks.

### **CHAIRMAN'S REPORT**

October ACLB conference not started registration yet.

### **OLD BUSINESS**

Bunnell working on updates to policy book.

### **NEW BUSINESS**

### **ADJOURNMENT**

Motion to adjourn at 8:08 pm: Keating; Second: Regan. Vote: 4 - 0.

Minutes subject to approval at next meeting October 20, 2021.  
Respectfully submitted by: Dawn Higginson and Robyn Rivero

dh and rr

9/17/2021