

**AGENDA  
LIBRARY BOARD OF DIRECTORS  
MEETING MINUTES  
WEDNESDAY, APRIL 20, 2022  
7:00 PM**

**ROLL CALL**

7:12 pm

Keating, Federowicz, Sturm, Goumas

Also in Attendance: Costigan, Higginson

**ACCEPTANCE OF FEBRUARY MEETING MINUTES**

Motion to accept February Minutes: Goumas

Second: Sturm

Vote: 4 -0

**AUDIENCE OF CITIZENS**

**TREASURER'S REPORT**

Submitted by Goumas

March Totals: Copier: \$69.10; Fines: \$23.90; Lost and Damaged Books: \$48.85. Total: \$141.85.

Grants, no change: \$6,658.85.

\$619.02 expense for shelving from Gifts and Bequests for total of \$15,372.20.

Motion to accept Treasurer's Report: Federowicz

Second: Sturm

Vote: 4 – 0

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

Submitted and presented by: Costigan

Discussion and questions on survey flyer which was mailed to town residents.

Discussion on proposed budget.

Continuing with implementing the plan in regard to the ARP Humanities Grant.

Programs held and upcoming throughout the spring and summer months with Grant funds.

New logo created and postcard has been sent with survey ready for residents to complete.

Costigan thanks Higginson, Rivero and Abbot in assisting with facilitating this project quickly.

Costigan attended Board of Finance meeting to review proposed Library Budget for upcoming fiscal year.

3 New computers installed: 2 for staff, 1 for patrons.

E-rate forms submitted for discount of 50% discount on fiber maintenance and internet access for next fiscal year.

Waiting for final approval on this.

Costigan was on interview panel for Waterbury's Librarian IV position.

She also attended Board of Selectmen meeting to get approval to write another grant (ALA COVID Library Relief Fund). If awarded, looking to spend funds on collection development which will be helpful due to book budget cuts over the years. At the meeting, a request was made by Costigan for transfer of funds (approved by Selectmen) to Circulation Coordinator and part-time clerks as there is not enough money to get through to June 30. This request has been forwarded to Board of Finance which will next meet April 30.

All full-time staff are signed up to attend the CLA Conference in the beginning of May.

Friends will be running a Book/Bake Sale at the library on May 12 in the Main Meeting Room.

Steady increase in patrons coming in in last six weeks and library is gearing up for a very busy Summer Reading Program!

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

Submitted and presented by: Higginson

Also submitted with report: monthly calendars

Listings and statistics of programs held including which was the most popular as well as statistics for Circulations and purchases.

Material deletion project almost finished. Entire project on track to be completed mid-May.

Higginson working with Costigan and Rivero on ALA (COVID Library Relief Fund) Grant.

Attending CLA conference in early May.

Questions and discussion on remaining budget.

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

Submitted and presented by: Rivero

Also submitted with report: pictures of book displays and patron finished products from programs attended.

Statistics of programs held as well as listing of said programs and upcoming ones as well. Statistics also of Children's Department circulations.

Friends helped curate a display for National Library Week of The Top 10 Most Banned Books. Displays also include National Poetry and Sexual Assault Awareness Month.

Rivero has been working with the librarian at Great Oak Elementary School to plan visit/s in May to get them comfortable with the public library before end of school year for an easier transition into the summer and to continue reading.

Also planning a visit for the Pre-K class from Christ Church.

### **CHAIRMAN'S REPORT**

### **OLD BUSINESS**

### **NEW BUSINESS**

- **MOTION FOR DISPERSMENT OF FUNDS FOR NEW RECORD BOOK**

Discussion on newly acquired record book for.

Motion to pay Adkins Printing Company with funds from the Grants account in the amount of \$290.00 for new Library Board of Director's Minute Book: Federowicz

Second: Goumas.

Vote: 4 – 0

Survey from Association of Connecticut Library Boards for the Library Board to fill out and return next meeting.

### **ADJOURNMENT**

8:40 pm

Motion to adjourn: Federowicz

Second: Keating

Vote: 4 - 0

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4/2022