

-Minutes subject to Board approval-

Westbrook Public Library
Board of Trustees Monthly Meeting Minutes
January 4, 2022
Hybrid Meeting

Mission: “*The Westbrook Public Library is dedicated to supporting our community’s intellectual, cultural, and social needs. We offer a balanced collection of materials, information services and programs for lifelong learners.*” (rvsd & apprvd 2/2019)

Call to Order at 7:00 p.m. by MaryJo Noonan, Chair

In Attendance: Kit Bishop, Kathie Cietanno, Amy Heilmann, MaryJo Noonan, Jodie Oshana, Katie Richard, Megan Ruppenicker, Lynda Tragakes and Library Director, Tim Kellogg.

Secretary’s Report:

- Motion made by Tragakes to accept the December 7, 2021 Annual Meeting Minutes as presented. 2nd by Cietanno; all in favor.
- Motion made by Cietanno to accept the December 7, 2021 Monthly Meeting Minutes as presented. 2nd by Richard; all in favor.

Treasurer’s/ Financial Report:

Kellogg submitted his reports and all shared via drive.

- Kellogg’s reports were reviewed and discussed.
- Actual operating budget return to the town was \$11,788 for fiscal year ending June 30, 2021. Less than originally projected due to staff retirement vacation accruals payments and payroll for extra pay period between fiscal years. Kellogg has requested to receive quarterly payroll updates going forward.
- Operating budget on target with 51% remaining.
- Town reimbursed all Town employees for taxes on CT Family Leave deductions that were withheld in error.
- YA shelving is still backordered due to supply chain issues, so expense is outstanding.
- LGF expenses totaled \$1330.02 and included Mary Nyman Story Hour Room sign and plaque and reference books. Donations totaled \$600 for undesignated use which included a donation from the Community Foundation of Middlesex County (CFMC)/Lenny and Joanne Goldberg Kindness Fund. There will be an additional \$2500 received towards a TBD kindness project from CFMC and the Peach Pit Foundation.
- Technology Room expenses totaled \$3,053.82 for the sign and plaque honoring Lew Daniels and several items to meet service needs. No updates on Verizon Wi-Fi contract and if not settled by February, will close out project. Anticipate will return at least 10% of project to Town.
- IMLS/ARPA Grant expenses totaled \$3,585 for second half of furniture expenses – 4 more tables received.

- No expenses to report for Fiber Grant or COVID related.
- Budget Update for FY22/23 – Brainerd has request that door and camera contracts be included in upcoming budget cycle (approximately \$800). May be a Library line item or may be part of the Facilities budget.
- Motion made by Xenelis to accept Financial Report as presented.
2nd by Noonan; all in favor.

Library Director's Report:

Kellogg submitted his report with specifics.

- Collection/Services
 - Circulation numbers continue to increase and various statistics are continuing to get close to pre-pandemic numbers. Continued interest in using meeting space though there has been an increase in cancellations of upcoming events due to rising COVID cases.
 - Subscription to the print edition of Value Line Investment Survey will not be renewed due to user activity and a user survey that indicates there is not a demand.
 - Ariel and other staff have finished the project to reduce the music CD collection which allowed for the expansion of the Middle Grade collection. Additionally, she was able to convert and repurpose shelving so there is not a need to purchase additional shelving as originally anticipated.
 - The staff continues to work on weeding out outdated materials to make room for new materials which also helps with creating more space.
 - The physical card catalog should be removed by the end of 2022 as the staff begins the reduction of redundancy this month and will end updates by March. Patrons rarely use and the majority of libraries have removed.
 - All Library services have continued to be offered. The Library was closed on December 24, 25, and January 1. It will be closed Saturday January 15th in observance of Martin Luther King Jr. Day.
 - The Ancestry Library edition for genealogy research has provided remote access during the pandemic but has resumed onsite usage only as of 12/31/21 due to its licensing.
- Building/Grounds
 - No further updates on the roof – have continued to reiterate that the Library Board is in favor of replacement vs repair. Town vendors are in process of providing quotes and there are estimates of around \$62,000 to replace the back section of the roof.
 - There was a power outage and generator usage on 12/15/21 due to an accident on Route 1 that took out lines and affected much of the Town.
 - Painting for the inside of the Library is due anytime (December-January timeframe).
 - Jill Brainerd will present the Facilities Capital items for the Library for FY 2022/2023 – these are not Library line items. Looking at flooring updates (lower-level carpets) and upgrades to the outdated light timer system.

- Staffing/Planning
 - ARPA Grant – as previously mentioned, 4 tables and new mobile service desk have been delivered. Other items still delayed.
 - CEN Project – additional site work being done to see where connectivity enters the building.
 - Computer hardware has been ordered for the new mobile service desk in the Children’s room. This allows Tricia to be more visible to patrons and allows for better work space.
 - Ariel recently attended a Freedom to Read Foundation presentation that resulted in the need to update the Collection Development Policy (to be discussed under Old Business). Kellogg attended a State Library Literacy Grants information session to understand about applying for funding for special collections.
- Community / Engagement
 - The Lew Daniels Tech Center has held multiple technology assistance sessions as well as Teen Advisory Board programming and several sewing classes.
 - Friends of the Library – memberships raised over \$8000 for the 2021 calendar year. Their proposed expense budget for 2022 is just over \$10,000 which allows for most Library programming, technology, equipment, Toy Library, and Museum pass needs.
 - Programming – Ariel held the monthly Teen Advisory Board meeting as well as a very popular sweet treats event sponsored by the Friends and several local bakeries. The monthly Homeschool Library Research program has also continued. January events include a movie night and a hot cocoa bomb activity. Ariel is also working with the Senior Center on a collaborative event. Tricia has continued to hold weekly story times, several collaborative programs with Park& Rec and Youth and Family Services, holiday crafts, penguin snow globe making, and a Countdown to Noon event which was very well received. Patrons are being surveyed to determine best times for Children’s programs.
 - Continue to be cautious with in person events as COVID cases rise.
 - Technology assistance has continued to grow with over 60 inquiries last month along with several LDTC appointments and a growing group of regulars.

Committee Reports: None

Correspondence: Noonan read a card of appreciation from Mary Nyman.

Old Business:

- Noonan recommended that the Board accept the Executive Directors Report for Kellogg that was presented at the Annual Meeting in December. Motion made by Bishop to accept as presented. 2nd by Heilmann; all in favor.
- Kellogg presented the recommended updates to the Collection Development Policy. Motion made by Cietanno to accept as presented. 2nd by Richard; all in favor.

- Kellogg presented amendments to the 2022 Action Plan based on recommendations made at the December Monthly Meeting. Motion made by Bishop to accept as presented. 2nd by Xenelis; all in favor.

New Business:

- Kellogg indicated that the previous Capital Planning request for Middle Grade shelving was not going to be needed. There is now a need for audio book shelving which will improve the space and allow for better usage of the materials. He is Submitting a Capital Planning request for this purpose. A motion was made by Noonan for a \$5500-line item for the Capital Planning for the shelving. 2nd by Heilmann; all in favor.

Adjournment:

As there was no further business, motion made by Cietanno to adjourn.

2nd by Richard; all in favor

Adjourned at 7:42 pm.

Respectfully submitted by L. Tragakes