

-Minutes subject to Board approval-

Westbrook Public Library
Board of Trustees Monthly Meeting Minutes
February 1, 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 7:04 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.
Absent: Melinda Xenelis

Secretary’s Report:

- Motion made by Heilmann to accept the January 4, 2022 Monthly Meeting Minutes as presented. 2nd by Bishop; all in favor.

Treasurer’s/ Financial Report:

Kellogg submitted his reports and all shared via drive.

- Kellogg’s reports were reviewed and discussed.
- Operating budget is on target with 41% remaining (includes payroll) for the FY.
- Anticipate that the Cable/Internet line will go over budget due to rate increases – will underspend elsewhere to adjust for that.
- Library Gift Fund expenses totaled \$2,278.19 for dues, subscriptions, digital collections, and reference books. Donation of \$100 for undesignated use.
- Still have not received a legal opinion letter regarding the LGF from the Town Attorney. It was agreed that Noonan will send a letter to the First Selectman to request resolution of this outstanding request on behalf of the Board.
- Technology Center/All Purpose Room expenses totaled less than \$10 last month and Kellogg plans to close the project. The Library will be returning more than 10% of the overall project to the Town.
- ARPA Grant expenses totaled \$3,981.25 as much of the outdoor furniture finally came in.
- Fiber Grant/CEN is still in process and there were no expenses to report.
- There were no COVID expenses to report.
- The Board of Selectman Budget Review will be tomorrow night (2/2/2022) at 6 pm. Zoom information for those interested in attending was sent and a draft is in the December 20201 drive. Kellogg and Noonan plan to attend.
- Motion made by Bishop to accept Financial Report as presented. 2nd by Heilmann; all in favor.

Library Director's Report:

Kellogg submitted his report with specifics.

o Collection/Services

- Due to COVID concerns, there were fewer patron visits but physical circulation has continued to normalize. Digital circulation is higher after 6 months than one of the pre-pandemic years. There continues to be growth with online engagement.
- Ariel and staff have continued to clean up the Reference section and remove outdated material to make room for other sections. Reduction of card catalog redundancies began this month.
- All Library services have continued to be offered. The Library was closed for holidays on January 1st and January 15th. Additionally, the Library was closed due to snow/inclement weather on January 7th and 29th.
- Meeting room usage has decreased due to COVID concerns.
- Federal tax resource materials have started to be received. Patrons will be directed to the CT Department of Revenue Services for state forms as they are no longer provided directly to the libraries. AARP will resume their tax assistance program that utilizes the Library for meetings. The Library is not directly involved but assists with facilitating the program.

o Building/Grounds

- There was an outside irrigation leak at the front of the Library. The system has not been used for an extended period of time and is currently shut off to prevent further issues.
- Interior painting has not started yet but Jill Brainard has inquired about thoughts on color changes.
- Jill Brainard and Kellogg have met with vendors for quotes on downstairs carpet/flooring which will go into the Town Facilities Capital request. See New Business for additional discussion.

o Staffing/Planning

- ARPA Grant – as previously mentioned, most of the outdoor furniture has been delivered. There have been significant price increases on some project items, Kellogg is working with staff to modify project. Ordering a mobile crafts table for the Children's Room as well as improved video conferencing equipment to be used for hybrid meetings. State approval is pending for personal care kits (distribute as a display near reference materials to take as needed), acrylic displays, and more accessible station for the copier.
- CEN Project – site survey work has continued and installation should be done in April with the connection going live in May.
- Computer hardware for the new Children's service desk is being installed tomorrow (2/2/2022).
- Regular professional meetings have continued to be attended by Kellogg, Ariel, and Tricia.
- Grants – Ariel and Tricia are working on two grant proposals for Summer Reading Programs. One is a State Library grant and a similar grant is through Dollar General. The programs would be collaborative with Parks and Rec and the Senior Center. If either (or both) are awarded, will have to go through the Town's grant approval meeting process in April.

o **Community / Engagement**

- The Lew Daniels Technology Center held technology assistance sessions and Teen programming.
- The Friends of the Library sponsored a Hot Cocoa Class, toy Library supplies, and museum pass renewals in January.
- Ariel continued with her monthly Teen Advisory Board meeting as well as the Hot Cocoa Calls. She planned a Computer Exploration class (which was postponed due to a snow day) which is a STEM exercise geared towards teens. They will be dismantling old computers. The monthly Homeschool Library Research program has also continued. Pending February programs/activities include a Pizza Tasting event.
- Tricia held weekly story times and collaborative programs with Parks and Recreation. Pending February programs include the annual Take Your Child to the Library Day, a Valentine's Crafts event, and a new weekend Story Time collaborating with Parks and Recreation.
- Noonan requested that there continue to be electronic communication as well as paper with the schools so that information on all the wonderful programs can get shared with families in Town.
- The Harbor News spotlighted the Toy Library in an article in January and there was another Library related article in this week's paper.
- The Westbrook Book Club and 4th Tuesday Genealogy groups met in January. There is continued interest in the book Club and Kellogg may add another group at a different time.
- Kellogg is working with Shoreline Adult Education on two future programs – an in-person series on computer basics and a virtual information session on the National External Diploma Program which is free to adults seeking their diploma.

Committee Reports: None

Correspondence: None

Old Business: None

New Business:

- o Discussion regarding flooring/carpeting and paint for the lower level (hall and Community Room). It was agreed to look into carpeting for most of the space in the Community Room with possible LVT near the kitchen. Suggested colors were grays/blues, tweedy multi-color for the carpeting and a paint color other than yellow that would freshen up the look. Kellogg asked that specific suggestions be sent to him.
- o Reminder of Board of Selectmen Budget Review on Wednesday the 2nd at 6 pm.

Adjournment:

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

2nd by Cietanno; all in favor

Adjourned at 7:36 pm.

Respectfully submitted by L. Tragakes