

-Minutes subject to Board approval-

Westbrook Public Library
Board of Trustees Monthly Meeting Minutes
March 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 7:00 p.m. by MaryJo Noonan, Chair

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

Secretary’s Report:

- Motion made by Cietanno to accept the February 1, 2022 Monthly Meeting Minutes as presented. 2nd by Oshana: 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 35% remaining (includes payroll) for the FY. As a note, the Town accounted for longevity payments earlier in the year.
- Reviewed the lines that will be underspent to adjust for overages in other lines.
- Library Gift Fund expenses totaled \$321.98 for reference books and Playaway AV materials. Donations totaled \$2,500 from the CFMC Kindness Project.
- No change of status on opinion letter from the Town Attorney regarding the LGF, Noonan will request an update from the Town.
- Technology Center/All Purpose Room project is closed and is in the reconciliation process with the Town to determine the final return balance. Anticipate a return of 10%-14%.
- ARPA Grant expenses totaled \$2,166.84 for indoor furniture, IT equipment and storage, and display supplies.
- Fiber Grant/CEN had no expenses to report.
- There were no COVID expenses to report.
- The Board of Finance Capital Review will be tomorrow night (3/2/2022) at 6 pm. Kellogg and Noonan plan to attend. The Board of Finance Budget Review is 3/16/22 at 6:30 pm. Kellogg will attend and Trustees are encouraged to attend in support also. Both meetings are at Town Hall (Zoom available also).
- Motion made by Xenelis to accept Financial Report as presented. 2nd by Ruppenicker; all in favor.

Library Director's Report:

Kellogg submitted his report with specifics.

o Collection/Services

- Statistics reviewed and provided in the Drive. Patron visits were back up in February and physical circulation has continued to stabilize and increase. Digital circulation continues to exceed pre-pandemic years.
- Ariel and staff have continued to clean up the Reference section to make room for newer and expanding sections.
- All services have continued to be offered to Library patrons. February was the final month of the Town mandated mask requirement (discussed further under New Business). The Library was closed for a holiday on February 19th. Additionally, the Library had an early closing on the 4th and a delayed opening on the 26th due to inclement weather predictions.
- Federal tax form resources have been received and patrons are directed to the CT Dept. of Revenue Services for state resources as needed though staff will print as needed.
- AARP resumed their tax prep program at the Library but has limited capacity for new clients.

o Building/Grounds

- There have been additional roof leaks that the Town is aware of and at this point waiting on the budget approval.
- Interior painting on the lower level is still pending. Discussion of paint color under Old Business.
- Alarm battery replacement is in process.
- The Fire Marshall is assisting with updated fire exit maps that will be posted at various points in the building.
- Facilities Capital request for replacing the lower level carpet is still in process. HVAC system also needed some replacements parts that have been done.

o Staffing/Planning

- ARPA Grant – the remaining outdoor furniture has been delivered but waiting to assemble until the oil tank is removed since that is the location for the furniture. Still waiting on two tables. The proposal for the personal care kits was denied so an additional table was approved instead.
- CEN Project – installation should be done in April with a live connection in May.
- Regular professional meetings have continued to be attended by Kellogg, Ariel, and Tricia.
- Grants – Ariel and Tricia have finalized the State Library grant proposal for Summer Reading Program and will be submitting. The Dollar General grant didn't work out due to technical issues on their end – will work on for next summer if offered.

o Community / Engagement

- The Lew Daniels Technology Center will host a four-part Computer Basics series in March presented by Shoreline Adult Education.
- The Friends of the Library sponsored the expenses related to National Pizza Day as well as tax form printing in February.

- Ariel held a very popular National Pizza Day tasting to-go event in addition to the monthly Teen Advisory Board meeting, a Computer Exploration class, and the monthly Homeschool Library Research program.
- Tricia held weekly story times and collaborative programs with Parks and Recreation. February programs included the annual Take Your Child to the Library Day, a well-attended Valentine's Crafts event, and a new weekend Story Time. She hopes to start interacting in person in the schools as COVID restrictions relax and continues to share information on events and activities.
- The Toy Library will be spotlighted at the annual CLA conference in May and Tricia will participate.
- The Westbrook Book Club and 4th Tuesday Genealogy groups continue to meet and gain participants.
- Kellogg is working with the WEAI group and the new Town Planner regarding workforce development tools at the Library and business engagement opportunities in conjunction with the Middlesex Chamber of Commerce.
- A result of a collaborative effort with the Madison Library who received an ALA humanities grant, Westbrook and Clinton libraries will receive two paid programs featuring the Ubuntu Storytellers in May and June.
- CFMC Kindness project ideas are in process as well as ideas for the Westbrook Foundation's April grant cycle (due by April 1).

Committee Reports: None

Correspondence: None

Old Business:

- It was agreed to use the same color paint as in the LDTC for the lower level interior instead of the existing yellow color.

New Business:

- COVID Procedures – since masks are optional at this point, the policy language needs to be revisited with regard to the COVID addendum within the Meeting Room policy. It was agreed to review in April.
- Noonan commented that Kellogg has done a great job with the budget effort. She further commented that it has worked well to have the Library's facilities items be under the Town umbrella – has made it easier for the staff.
- At the April meeting – the LGF allocation for the upcoming FY will be voted on.
- Holbrook shared that she had heard very positive comments regarding the National Pizza Day event.

Adjournment:

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

2nd by Cietanno; all in favor

Adjourned at 7:35 pm.

Respectfully submitted by L. Tragakes