

Westbrook Public Library
Board of Trustees Monthly Meeting Minutes
April 4, 2023

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 2/19)

Call to order at 7:05 pm by MaryJo Noonan, Chairperson

In Attendance: Amy Heilmann, MaryJo Noonan, Jodie Oshana (Zoom), Katie Richard, Nilani Shankar, Lynda Tragakes, and Michelle Centore, Library Director

Absent: Kathie Cietanno, Megan Ruppenicker, and Melinda Xenelis

Secretary’s Report:

- Motion made by Heilmann to accept the March 7, 2023 Monthly Meeting Minutes as presented. 2nd by Shankar; all in favor.

Financial Report:

- Centore presented Financial Report for March and provided a brief recap:
 - Approximately 40% of budget remaining for fiscal year.
 - Payroll reporting is current and Travel Expenses will be charged in May for CLA mileage costs.
 - Continue to deal with lag times for Book and AV orders; utilizing Amazon for bestsellers and popular books.
 - Generous donation received for LGF.
 - Vanguard fund transfer request has been approved by Board of Selectman.
- Motion made by Heilmann to accept the Financial Report as presented. 2nd by Richard; all in favor.

Library Director’s Report:

- Collections and Services:
 - 1415 patrons used the Library in March – programs were a big driver.
 - Self-care Station marketing continues – utilizing images of bins/labels instead of lists.
 - Grocery card raffles are going well and are including homebound patrons as well.
 - Staff fielded over 1100 reference questions last month which is a positive reflection of growth.
- Building and Grounds:
 - A patron has requested additional seating outside on the front lawn.
 - There are existing benches and new seating was ordered last year which should be sufficient.
 - Rules regarding not smoking on grounds of town buildings need to be adhered to.
 - No facilities issues for the month of March.
- Staffing and Planning:
 - Staff will attend the CT Library Association annual conference in May.
- Community Engagement:
 - Centore is meeting with Senior Center, Social Services, and Westbrook Youth & Family Services to discuss potential collaborations, grant opportunities and being more cohesive in program offerings.
 - The annual appeal for the Friends of the Westbrook Library is in the works.

- Programming:
 - Big bird's birthday bash was a great success with over 60 attendees. Utilized equipment within the Tech Center to provide photos, stickers, etc. Entire staff was involved.
 - Attorney Duques presented a program on various types of Trusts – not as well attended as previous event but still had participants.
 - AARP Tax-Aide had 90 appointments and assisted 115 people in March.
- Tech Center / Westbrook Foundation Grant
 - Centore is working on a possible grant submission for October related to storytelling/podcasting as well as a program that would appeal to the multi-lingual aspect of our community. She is working on resources, proposals, and pricing but wants to pursue in a thoughtful way and not rush to meet the April grant deadline.
 - Planning a “Design Your Own Beach Cover-Up” craft in the Tech Center for late May.
 - Discussion regarding stipends for programming – to contact other libraries and list service for input.

Committee Reports: None

Correspondence: None

Old Business:

- At 7:40 pm, a motion was made to move into Executive Session to discuss a personnel matter by Noonan. 2nd by Richard; all in favor. Following, a motion was made to move back to its Regular Meeting at 7:58 pm by Noonan. 2nd by Richard; all in favor.
- Vanguard appropriation for FY 2023-2024 will go to Board of Finance on April 19th. There is also a Public Budget Hearing on the same night. It is hoped that several Board members can attend – Centore will provide details as to timing by email to the entire Board.
- Noonan commended Centore on her excellent preparation and presentation of the Library budget during her first budget cycle.

New Business:

- A questionnaire has been added to the website with regard to the Tech Center for suggestions and possible tech needs.
- It was agreed that there is not a need for a public comment time limit for Library meetings at this point.
- Centore is working on a draft for a Circulation Policy and will provide for review prior to the May meeting.
- Discussion regarding AARP Safe Driver Program which the Library is partnering with the Senior Center to offer. AARP's collection of a fee conflicts with Meeting Room policy (to be revisited in future). For this event, will attempt a work around with the Senior Center.
- Heilmann questioned the lack of publicity in the Harbor News regarding Library activities. Centore indicated that the staff makes regular submissions and it appears to be random as to when the decision to publish. Heilmann offered to contact the Harbor News to better understand criteria, formatting, etc. for getting submissions published.
- Discussion regarding offering Zoom option for monthly meeting and it was agreed to offer as needed. Hunnicutt needs to be advised prior to submitting the agenda to the Town Clerk's Office if a Trustee needs Zoom access (advise the Thursday prior to the monthly meeting).
- Shankar questioned the remaining “COVID related” signage throughout the Library – Centore indicated that due to the adhesive used that they had been advised by Jill Brainard to leave “as is”. Centore will check again about having removed.

As there was no further business, motion made by Noonan to adjourn. 2nd by Richard; all in favor.

Adjourned at 8:30 pm.

Respectfully submitted by L. Tragakes