

-Minutes subject to Board approval-

**Westbrook Public Library**  
**Board of Trustees Monthly Meeting Minutes**  
**April 5, 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 Kit Bishop, Vice Chair

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

**Secretary’s Report:**

- Motion made by Holbrook to accept the March 1, 2022 Monthly Meeting Minutes as presented. 2<sup>nd</sup> by Ruppenicker: all in favor.
- Motion made by Ruppenicker to accept the April 1, 2022 Special Meeting Minutes as presented. 2<sup>nd</sup> by Cietanno: 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 27% remaining (includes payroll) for the FY.
- As previously noted, anticipated overages in some lines will be offset by underspending other lines.
- Library Gift Fund expenses totaled \$774.25 for program supplies, Playaway AV materials, and professional development.
- Noonan and Kellogg met with Finance Director Castracane and First Selectman Hall regarding the legal opinion letter for the Library Gift Fund. There was already a legal opinion on file from 2008 and 2012 that outlined the management of the Fund. The Town must follow State Statutes which require town management of the funds, with the appropriations process of a BoS meeting, BoF meeting, and for anything in excess of \$20,000 per FY, a Town meeting.
- Technology Center/All Purpose Room project is still in the reconciliation process but is considered officially closed.
- ARPA Grant expenses totaled \$618.83 for indoor furniture and there is one invoice in process. All reporting has been made to the State and the Grant funds have been used. There was a small overage which Castracane is aware of and will be taken from the LGF.
- Fiber Grant/CEN had no expenses to report.
- There were no COVID expenses to report.

- The BoS/BoF have approved the FY 22/23 Operating Budget. The final step is a public Budget Hearing on 4/13/22. The \$5,500 capital improvement request for shelving was authorized to be moved from the Capital Plan to an appropriation in the current FY. That process will take place on 4/12/22 for BoS, 4/13/22 for BoF, and a tbd Town Meeting. The Summer Reading Grant will also be appropriated at both meetings.
- Motion made by Cietanno to accept Financial Report as presented.  
2<sup>nd</sup> by Xenelis; 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 over 1000 for March and physical circulation has continued to stabilize and be on track with pre-pandemic years. Digital circulation continues to exceed pre-pandemic years.
- Ariel and staff have continued to clean up the Reference section and are waiting for assistance from Public Works to move some shelving between areas.
- All services have continued to be offered to Library patrons. Delayed opening (11 am) on 3/26/22 due to the annual Daisy Dash 5K.

#### **o Building/Grounds**

- Interior painting on the lower level has been completed. Future project will be stairwell and main library area.
- Alarm battery replacement is still in process.
- Fire exit maps will be installed with the assistance of the Fire Marshall.
- Fire capacity signs have been posted in the Community Room (policy states 80 people/ fire code allows over 100)
- Facilities Capital request for replacing the lower level carpet/flooring tile is still in process.
- HVAC maintenance is in process.
- Natural gas conversion is in preliminary stages.

#### **o Staffing/Planning**

- ARPA Grant – as mentioned in Financial Report, final grant report to State Library is complete and nothing more is required by the State.
- CEN Project – installation should be done in April with a live connection in May. Fiber cable and equipment installation work was done on 3/17/22 and 3/31/22.
- Brief discussion of interim process with regard to CEN project and related contact information.
- Regular professional meetings have continued to be attended by Kellogg, Ariel, and Tricia.

- Grants – The Summer Reading Program grant from the CT State Library was awarded for \$2000 and is on the required agendas for upcoming BoS/BoF meetings as required under the town's grant approval process.

- Kellogg plans to spend final week preparing for a smooth transition and continuing to share information.
- **Community / Engagement**
  - The Lew Daniels Technology Center hosted a four-part Computer Basics series in March presented by Shoreline Adult Education. Although it did not have the anticipated attendance, it was well received by those who did attend.
  - The Friends of the Library sponsored the expenses related to the Oreo March Madness program, the Computer Basics series, museum passes, and tax form printing in March. A plan is in place to provide ongoing support to the staff during the interim period.
  - Ariel held an Oreo March Madness to-go event, the monthly Teen Advisory Board meeting, and the monthly Homeschool Library Research program.
  - Tricia held weekly story times and collaborative programs with Parks and Recreation. She will be doing April Vacation programming.
  - The Toy Library will be spotlighted at the annual CLA conference in May and Tricia will participate.
  - The Westbrook Book Club and 4<sup>th</sup> Tuesday Genealogy groups met in March.
  - A result of a collaborative effort with the Madison Library who received an ALA humanity grant, Westbrook and Clinton libraries will receive two paid programs featuring the Ubuntu Storytellers in May and June. Ariel has been in touch with the organizers.
  - CFMC Kindness project ideas are in process.

**Committee Reports:** None

**Correspondence:** None

**Old Business:**

- Kellogg suggested that the COVID Addendum of the Meeting Room and Storage Policy be deactivated. (allows for full capacity of the spaces). Motion made by Holbrook. 2<sup>nd</sup> by Xenelis: all in favor

**New Business:**

- The annual LGF letter for appropriation of \$19,000 will be forwarded to the BoS and BoF. A motion was made to approve the request/letter by Ruppenicker. 2<sup>nd</sup> by Tragakes; all in favor.
- The Summer enrichment program award of \$2000 will also be forwarded to the BoS, BoF, and Town meeting as required. A motion was made to submit the award letter to the Town for the appropriation as required by Cietanno. 2<sup>nd</sup> by Xenelis; all in favor.
- It had been suggested by Kellogg that Ariel have the ability to schedule increased hours as needed for the Pages during the interim period. There adequate funds in the affected

salary lines which can be offset by the temporary absence of a director. A motion was made to authorize Ariel to schedule additional Page hours as needed by Holbrook. 2<sup>nd</sup> by Cietanno; all in favor.

- Bishop provided an update of the discussion points from the Special Meeting. The Library Director position has been posted on the Town website, CLC Job Board, and CT State Listserv.
- There was a discussion of the Search Committee's process once applications are received. The general timeline/process was discussed.

**Adjournment:**

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

2<sup>nd</sup> by Holbrook; all in favor

Adjourned at 7:50 pm.

Respectfully submitted by L. Tragakes