

**APPROVED 11/21/19**

North Haven Memorial Library Board Meeting

Thursday, September 19, 2019

***Minutes***

Attendance:

Present: Ralph Black, Ruth Bryant, Paul Colella, Michael Fletcher,  
Mary Anne Hardy, Erin MacDonnell, Kathleen Sheehan Imholt, Patricia  
LaTerza, Erin MacDonnell, Sandi Lion, Secretary

Absent: Laura DeVaux, Susan Griffiths, Jeanne Saldanha,

1. The meeting was called to order by Michael Fletcher at 7:03 p.m.
2. Michael Fletcher requested that the minutes of the May 16, 2019 meeting be accepted. A motion was made by Erin MacDonnell and seconded by Ruth Bryant to accept the May 16, 2019 meeting minutes. All were in favor.
3. Financial Statements: Pat LaTerza discussed the Financial Statement. Michael Fletcher asked that the Financial Statement be accepted. A motion was made by Paul Colella and seconded by Erin MacDonnell to accept the financial statement. All were in favor.
4. Old Business:
5. New Business:
  - a. Director's Report

Personnel:

- Pat LaTerza announced her retirement and the town has posted the position.

Building:

- Purchasing plaques for outside items, dinosaur tracks, sculptures, etc.
- Waiting to get a quote on the paving of the parking lot and spoke with the Town Engineer regarding the installation of parking lot lights.

New Practice Procedures:

- Best practices have begun. Items can be loaned out for three weeks now with the exception of; Hot Picks, lawn games and items on hold.
- Two automatic renewals with the exception of the above items.
- There will be a fine of 10 cents a day for overdue items with the above exceptions.

### Outreach/Friends:

- Pat LaTerza and Friend's of the Library attended the North Haven Fair to distribute the Friend's Membership brochure and promote programs and services offered by the library.
- The Friend's would like to have a library mascot. Lindsey Hottin has agreed to make the mascot costume.
- The bookstore in the lobby and the coffee shop continue to be successful.
- A display unit was purchased with a memorial donation in honor of James Dinneen.
- The Storywalk at Peter's Rock Fall Festival is scheduled for October 13th. This year's book is, "Plumply, Dumply, Pumpkin".
- The library will again be participating in Town Trek.

### Programs:

- The Teen Advisory Club has 23 participants.
- Received good feedback regarding the Summer Reading Club.
- The first Concert Series had 75 people in attendance.
- In the process of planning 2020 programs. Programs being offered include; President's Wife, MT Lincoln, Abigail Adams, Women's Series, Art Series, gardening programs and more.
- Book Discussion Groups are going well.
- Working with Community Services to provide a health fair in March and a program on grief counseling.
- The Passport Fair is still popular. Our last fair had 90 participants. We will offer this program again in the spring and looking at possibly offering one during the week for patrons who can't attend on the weekend.

### Other:

- The history of the library has been added to the website.
- New public computers will be installed in the Adult Department soon.
- A Standing Order Plan was created for Playaways.
- Large Print books are now on a Standing Order Plan. The most popular authors automatically come to us.
- A record player was purchased for public use.

### Annual Report - 18/19:

- Adult Department statistics – increase of 9%.
- Children's Department statistics – increase of 3%.

### Policy Updates:

- The Board will review the Code of Conduct Policy and submit revisions to Pat.
6. The next scheduled meeting will be held November 21, 2019, at 7:00 p.m. A motion was made by Erin MacDonnell to adjourn and seconded by Mary Anne Hardy. The meeting was adjourned at 8:28 p.m.