

APPROVED 1/16/20

North Haven Memorial Library Board Meeting

Thursday, November 21, 2019

Minutes

Attendance:

Present: Ralph Black, Ruth Bryant, Paul Colella, Laura DeVaux Michael Fletcher, Susan Griffiths, Mary Anne Hardy, Erin MacDonnell, Kathleen Sheehan Imholt, Jeanne Saldanha, Sandi Lion, Secretary

Absent: None

1. The meeting was called to order by Michael Fletcher at 7:04 p.m.
2. Michael Fletcher requested that the minutes of the September 19, 2019 meeting be accepted. A motion was made by Erin MacDonnell and seconded by Mary Anne Hardy to accept the September 19, 2019 meeting minutes. All were in favor.
3. Financial Statements: Sue Griffiths discussed the Financial Statement. Michael Fletcher asked that the Financial Statement be accepted. A motion was made by Paul Colella and seconded by Ruth Bryant to accept the financial statement. All were in favor.
4. Old Business:
5. New Business:
 - a. Director's Report

Personnel:

- Susan Griffiths was hired as the new Director of the Library.
- The Assistant Director's position has been posted.
- Emily Jenkins returned from maternity leave on November 18th.

Building:

- Lobby lighting has been installed.
- Parking lot light poles have been installed.
- Snow guards will be installed on the roof to break up falling ice. We are just waiting for the contractor to confirm a date for the installation.
- The lack of parking remains an issue. The staff is referring all parking lot complaints to the First Selectman.

New Practice Procedures:

- Best practice procedures are going well with the three-week loan period on most items. Also, we are seeing a large increase in circulation statistics with automatic renewals.

Prior Programs:

- Illusion, Wonder and You had 84 participants.
- Downtown Abby Trivia had 12 participants.
- The “Puzzle Off” program had 10 full teams that participated.
- NHHS Jazz & Choir approximately 100 participants.
- Brown Bag It, Let’s Visit Series, average of 9 to 18 participants.
- Peter’s Rock had 43 participants.
- Teen Advisory had 10 to 17 participants.

Winter/Spring Programs:

- February – two programs on First Ladies, M.T. Lincoln, Abigail Adams.
- New Romance book club that will meet once a month.
- March – Celebrating Woman in history month.
- April – Gardening programs.
- Concert Series will continue and be sponsored by The Friends.

Other:

- Twelve new public computers have been installed.
- Wireless printing is now available at the Information Desk.
- We now have a stronger WiFi signal in the Children’s Department and the Community Room.
- We have a new email blast service called “Firedrum” which provides unlimited emails per month.
- Aluminum plaques have been installed for our dinosaur tracks and two sculptures.
- A new copy machine was contracted by the town to more effectively print program brochures.
- The Friends have decided on a bookworm mascot.
- Holidays hours – Closing at 3:00 p.m. Wednesday before Thanksgiving, and closing at noon for Christmas Eve. and New Year’s Eve.

Budget 20/21:

- Asking for an increase of in capital to purchase computers for the Children’s Department.
- Asking for an increase in programming, office supplies and library materials lines.
- New staff lockers.
- The Town Budget meeting is scheduled for Saturday, January 18, at 8:30 a.m.

Policy Updates:

- The Code of Conduct Policy – Waiting for feedback from the town attorney.
 - Art Policy – Discussed with the Board and will address at the March meeting.
 - Circulation Policy - A motion was made by Laura DeVaux to accept the revisions made to the Code of Conduct Policy and seconded by Ralph Black. All were in favor.
6. The next scheduled meeting will be held January 16, 2020, at 7:00 p.m. A motion was made by Erin MacDonnell to adjourn and seconded by Kathleen Sheehan Imholt. The meeting was adjourned at 8:11 p.m.