

MINUTES/APPROVED 11/19/20
North Haven Memorial Library Board Meeting
Thursday, September 17, 2020

Minutes

Attendance:

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

Absent: Paul Colella, Jeanne Saldanha

1. The meeting was called to order by Michael Fletcher at 7:02 p.m.
2. Michael Fletcher requested that the minutes of the January 16, 2020 meeting be accepted. A motion was made by Erin MacDonnell and seconded by Ruth Bryant to accept the January 16, 2020 meeting minutes. All were in favor.
3. Old Business:
 - Michael Fletcher asked if the copying issues with the new Xerox copier were resolved. Sue Griffiths stated that the issue is better but not completely resolved.
4. New Business:
 - a. Director's Report
 - b. Policy Update

Library Access:

- Started as appointments only for 30 minutes, limited to 5 patrons per floor.
- During the tornado, we were a cooling and charging center, so we opened to everyone without an appointment, maximum 2 hour stay.
 - Added more socially distanced tables near plugs or outlets.
 - Worked very well.
- With staff's input, we decided to open to the public without appointments except for computers.
 - Appointments and walk-in visits are for 60 minutes, maximum.
 - Hours are still limited with closing daily for cleaning from 12:00-2:15.
- Still offering no-contact grab and go pickups.
- Added locks to the book drops. They are opened on weekends only and locked during the week for quarantine.

LION

- LION guidance helpful with weekly Director's meetings
- Added Overdrive Advantage so we can place orders for high hold ebooks/audiobooks.

Staffing

- A week and half before COVID-19 closure, Brittany Pearson started as our new Reference Librarian.
- Kaitlin Dattilo, our Technical Services Librarian, gave notice in June.
- Ken Glick retired at the end of June.
- Posted for both jobs, 2nd interviews next week.

Building

- Susan Griffiths thought that finance accounted for the boilers in the FY 20/21 capital budget, but they are in the capital improvement wish list.
- Boilers still having issues, hopeful they make it until replacement.
- Phase 1 of the parking lot being redone was funded by a STEAP grant.
 - Original Steap grant, 500K, this year, 121K, not enough to pave parking lot.
 - Suggested boilers were added to the grant instead. Town agreed and applied. Should hear on or about October 1, 2020.
- Chiller was going into alarm multiple times. Worked with SNE and rewired it.
- Tornado and power flash killed the building management system.
 - Had to operate manually for over two weeks.
 - Ordered part and replaced on Tuesday, September 15th.
- Cleaning happening daily 12:00 – 2:00 pm.
- Having the alarm company in because alarm is going off falsely quite a bit.

Friends

- Bookstore is operational
 - Still not accepting donations.
 - Want to have the Friends to return before 10:00 am and when we are closed for cleaning. Only two volunteers at a time.
 - Not accepting donations for foreseeable future.
 - No Place to quarantine

Programs

Zoom

- Zoom programs were very well attended when Covid first happened. Then attendance dropped quite a bit.
 - Took a break due to staffing and low attendance.
 - Need two people available for some programs.
 - Back at it for the fall. Hours are tough since most adult programs were usually in evenings and we are closed now most nights.

Anti-Racism

- Putting together an educational program on anti-racism. This will be a panel program.
 - Reached out to other libraries to see what others are doing. Nobody has done this yet.
 - We plan to invite experts from various fields such as social workers, sociology professors, and youth activists, possibly a city councilman.
- We would like to pre-record this program and present like a webinar on our website and facebook.
 - We can ask patrons to email in questions that can be presented to the panel.
- We plan to keep the program to about 1 hour.
- We are aiming to record and present this program in early November.
- Susan Griffiths touched base with the First Selectman to let him know that we are planning this program.
 - There has been a lot of unrest in Town and Susan Griffiths wanted him to know that this program will be educational in nature and requested by the community.
 - It does not support any particular cause.

Senior Center

- Library will be collaborating with the Senior Center to offer homebound seniors delivery of library materials starting in October.
 - Liability and vetting delivery person all set because a town employee will deliver in a town insured vehicle.

Policies

Circulation

- Once we hire a circulation librarian, we will look at the circulation policy again.
 - We now offer online library cards, needs to be added.
 - With Covid, we are not requiring the child to be present with a parent to get a card for the child. However, we are limiting the expiration date to 6 months, and the parent can bring the child in anytime and get it extended to the full 5 years.

Program Policy

- Will want to update the Program Policy to include Zoom/Virtual programming language, now being used as guidelines.
- Added section on our Program Agreement Form about cancellation of programs due to low registrations or bad weather/public health emergency. Probably want to add that to the policy too.

Policy Updates:

- Code of Conduct Policy – A motion was made by Erin MacDonnell to accept the policy with minor revisions and seconded by Ralph Black. All were in favor. Policy will be sent to the town attorney for final review and approval.
6. The next scheduled meeting will be held November 19, 2020, at 7:00 p.m. A motion was made by Laura DeVaux to adjourn and seconded by Kathleen Sheehan Imholt. The meeting was adjourned at 8:49 p.m.