

**DRAFT MINUTES/APPROVED 3/18/21**  
North Haven Memorial Library Board Meeting  
Thursday, January 21, 2021

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

**Absent:** Paul Colella, Sandi Lion-Secretary, Jeanne Saldanha

1. The meeting was called to order by Michael Fletcher at 7:07 p.m.
2. Michael Fletcher requested that the minutes of the November 19, 2020 meeting be accepted. A motion was made by Erin MacDonnell and seconded by Ruth Bryant to accept the November 19, 2020 meeting minutes. All were in favor.
3. Old Business:
4. New Business:
  - a. Director's Report
  - b. North Haven Poet Laureate
  - c. Policy Update

**Director's Report**

**Financial Report:**

- Building Maintenance & Repair budget line up due to many repairs and temporary boiler.
- Custodial budget line up - midday cleaning and sanitizing spray.
- LION looks high due to quarterly payments, is as expected.

**Budget**

- Susan Griffiths defended the FY 21-22 budget to the Board of Finance on Saturday, 1/16/21.
  - Thank you to the board members who attended.
  - One thing to note if you watched the budget hearing: Susan Griffiths realized after the hearing that the library is using an additional account to help pay for electronic materials. This which was not discussed at the hearing. Susan Griffiths emailed the finance director and asked that he share that information with the finance board.

## **Library Access**

- Still closed to the public. State is still in the red. At this point, the library will remain closed until the numbers drop significantly or the vaccine has been given to more members of the community. Susan Griffiths is still in contact with the health department.
- Laura DeVaux recommended working with the Quinnipiack Valley Health Department to develop FAQs to address public concern/safety regarding the library's closure.

## **LION**

- No new changes in past 2 months.
- The library's access to e-magazines is through LION.
  - The subscription was initially Zinio, which became RB Digital. Overdrive has since purchased RB Digital. This service will be migrated to Overdrive on February 4<sup>th</sup>
  - Library will announce changes on the website and via email.
- The State of Connecticut's digital ebook/e-audiobook platform was moved from RB Digital to SimplyE mid-December. Details regarding the change are on the library's website.

## **Staffing**

- Hired Pasquale Festa for our Circulation Librarian. He starts on Monday, January 25, 2021.
- Technical Services Librarian job has been reposted and applications are coming in. Hope to start interviews soon.

## **Building**

- Not much to update on boilers. The grant is in the process.
- We cleared the first hurdle. The State Historic Preservation Office has reviewed information about the library and determined the building is not eligible for listing on the National Register of Historic Places. If it were, we might need to take steps to protect the history of the building.
- Susan Griffiths was told by current generator contractor that the generator had failed multiple tests and needed to be replaced. Also told it could not be repaired.
  - Got quotes for replacement and submitted finance department. It's been added it to the capital budget for next FY.
  - Have since found out repairs are possible and parts are on order.
    - They will make the repairs, test the generator and if it does not fail, it will not have to be replaced quickly.

## **CEN – Fiber Grant**

- Will be starting the process of applying for a grant with the Connecticut State Library for fiber replacement and direct connection the CEN.

## **Programs**

- Program schedule was quieter near holidays.
- Grant programs on Stress and Anxiety went well. Videos posted on the website now.
- Educational program on anti-racism recorded and posted on the website.
  - Shared news about both programs via email and social media.
- Kathy Sheehan Imholt inquired as to where the videos could be found on the library's website. Videos are located under the Research/Learn tab. Kathy suggested they also be placed under the Programs/Events tab.

## **Senior Center**

- Homebound deliveries going well. Only about 2-4 per week taking advantage of the program.

## **Policies**

- Public Computer and Internet Policy sent to the town attorney for review.
- The revised Code of Conduct Policy was sent to the Town attorney for review.
  - Susan Griffiths will contact the Board when she hears back from the attorney.

## **Poet Laureate**

A resident contacted the First Selectman's office and the superintendent to suggest that NH have a town poet laureate and a junior poet laureate. The First Selectman contacted Susan Griffiths to see if that is something the Library and/or Library Board should manage. Susan Griffiths corresponded with the First Selectman, superintendent, and the resident and has a proposal for the library board if they are interested in pursuing this. This is an outline of the plan:

- The goal is for this program to be in-person, not via Zoom.
- Take submissions over the summer.
- When the library board meets in September, they can choose the poet laureate.
- Have a reception in October (if library is open and can have in-person programming) where the poet laureate is named and have him/her read work.
- Once picked, poet laureate can work with board to pick junior poet laureate.
  - This likely will not happen until late 2021 or spring 2022.
- Need to determine if board wants to work with other community members.
  - I.e. Board of Ed representative or English Teacher.
  - Contact poet society at SCSU and ask for a poetry professor?

A motion was made by Mary Anne Hardy and seconded by Kathy Sheehan Imholt to approve the North Haven Poet Laureate. All were in favor.

The next Library Board meeting will be held March 18, 2021, at 7:00 pm. A motion was made by Erin MacDonnell and seconded by Ralph Black. The meeting was adjourned at 8:35 p.m.