

North Haven Memorial Library Board Meeting

Approved 9/21/23

Thursday, May 18, 2023

Minutes

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

Absent: Gina Falcigno, Sandi Lion, Secretary

1. The meeting was called to order by Michael Fletcher at 6:34 p.m.
2. Michael Fletcher requested that the minutes of the March 16, 2023, be accepted. A motion was made by Ruth Bryant and seconded by Dean Volain to accept the March 16, 2023 meeting minutes. All were in favor.

Financial Statement

Michael Fletcher requested a motion to accept the financial statement. A motion was made by Laura DeVaux and seconded by Mary Anne Hardy to accept the financial statement. All were in favor.

Old Business:

Strategic Plan Update

- Susan Griffiths attended Connecticut Library Association conference on 5/2/23. Went to an informative program on how to work with consultants for strategic plans.
- Attended a State Library program 5/17/23 about rethinking the strategic plan.
 - Should be a "living" document, flexible.
 - State will work with us if we try to write our own plan, but suggested working with a consultant if possible.
- Connecticut Library Consortium is offering a new program, its first Strategic Plan Cohort.
 - Cost is less than working directly with a consultant.
 - 5-7 libraries will be chosen.
 - Working with Maureen Sullivan and CLC.
 - Provide tools, guidance, steps, and timeline to write our own plan.

- Reasons to work directly with a consultant.
 - EDI integration
 - They can run community surveys and focus groups for unbiased feedback.
- Susan Griffiths provided the board with the names and companies of four Strategic Plan Consultants that were recommended by the Connecticut Library Consortium, for them to review.
 - Meeting with two consultants the following week.
 - Susan Griffiths inquired if the Library Board would like to be involved in meeting with the consultants.
 - Michael Fletcher suggested that Susan Griffiths meet with the consultants and narrow down the selection from four to two consultants.
 - The Library Board will assist in interviewing the top two candidates during a special meeting.
 - A motion was made by Erin MacDonnell and seconded by Kathleen Sheehan Imholt for the Library Board to assist in interviewing the top two candidates and selecting a Strategic Plan Consultant.

Policy Updates:

- Materials Selection/Deselection Policy
 - Susan Griffiths distributed the Materials Selection and Deselection Policy to Library Board Members for them to review.
 - The Library Board agreed to revise the current policy and a subcommittee will be assembled to begin review.

New Business:

Meeting Dates 2023/2024

- Third Thursday of the month, 6:30 pm
 - Already approved:
 - 9/21/23
 - 11/16/23
 - Proposed 2024
 - 1/18/24

- 3/21/24
- 5/16/24
- 9/19/24
- 11/21/24
- All Library Board members have agreed to continue to hold library board meetings in the community room but will move to the conference room, if needed.

Director's Report:

LION

- Nothing new to report.

Budget

- Budget passed.

Building

- Lights flickering – ongoing issue.
- Toilet problem in men's room 1st floor, fixed.
- Staff door problem.
- Elevator stalled, not sure why, fixed.
- Termites in the children's department, treated.

Collection & Department Updates

- Collection
 - The library applied for and was awarded a \$2,000 Collection Equity Grant funded by the National Library of Medicine for collection development focusing on health literacy of underserved populations.
- Adult Department
 - Continued weeding of fiction (about 1/2 done).
 - Non-fiction getting inventoried and relabeled as necessary.
 - Yearbooks – defaced pages being fixed.
 - Music CDs recataloging project complete.
- Children's Department
 - Prepping for Summer Reading.

- Emily is scheduled to go to Elementary Schools to promote Summer Reading.
 - Short-staffed and very busy.
 - Emily is cataloging children's materials in Tech Service's librarian absence.
 - Weeding, cataloging, assessing non-fiction, 900s.
 - In process of splitting graphic novels into Children's and Tween.
- Teen Department
 - Collection analysis complete for EDI via Teaching Books.
 - Continuing to work with high school and middle school.
 - Working in collaboration with the High School to manage the High School's Summer Reading program.
 - Using Beanstack app to record reading.
 - Continued visits in May to promote library summer reading.

Programs

- Status Quo for adult programming and children's programming.
- The Parent Resource Fair on March 25, 2023 was a great success.
 - 215 attendees, 138 for Animal Embassy.
- Continued work on the Summer Reading Kickoff Carnival on June 17, 2023.
 - A Storywalk will be up for the duration of Summer Reading, June – July. It will begin at the Recreation Center and end at the Town Green.
- Board member Laura DeVaux will be hosting a hands-only CPR program on 6/3/23 at the library. Working with town Fire Department for setup.
- Planning more EDI programming for fall.
- No plans at this time for the Town to run Semiquincentennial programming. Per Mike Freda, Library can take the lead on this.

Databases/Technology

- Formal public announcement for library app was on 5/16/23.
 - 89 new users downloaded the app in 28 hours!
- Added Hiveclass, a youth sports-encyclopedia and video instruction database.

CLA

Emily Tomlin for Teen, Carrie Varga for Children's Department, Sue Griffiths, Admin., attended CLA.

Community Groups

- Participated in the BOE's evacuation drill of Montowese School.
 - K-2 grade students were bussed to library.
 - Students in grades 3-5 went to the Recreation Center.
 - Laura DeVaux, inquired about debriefing after the drill was executed
- Working in collaboration with North Haven Pride.
 - Children's Storytime June 1st at 10:30 am.
 - Pride Flag raising ceremony on library lawn on June 1st at 11:30 am.

Staff

- Children's clerk, Adult clerk, and Technical Services Librarian positions all have candidates who are in process of going through background/health checks.
- Hope to be fully staffed by June 15, 2023.

Adjourn:

The next Library Board meeting will be held September 21, 2023, at 6:30 p.m.

A motion to adjourn was made by Erin MacDonnell and seconded by Dean Volain. The meeting was adjourned at 8:19 p.m.