

North Haven Memorial Library Board Meeting  
Approved 3/16/23  
Thursday, January 19, 2023

**Minutes**

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

Absent: Ruth Bryant

1. The meeting was called to order by Michael Fletcher at 6:36 p.m.
2. Michael Fletcher requested that the minutes of the November 17, 2022 meeting be accepted. A motion was made by Mary Anne Hardy and seconded by Laura DeVaux to accept the November 17, 2022 meeting minutes. All were in favor.

**Financial Statement**

Michael Fletcher requested a motion to accept the financial statement. A motion was made by Erin MacDonnell and seconded by Dean Volain to accept the financial statement. All were in favor.

**Old Business:**

- Youth Poet Laureate
  - Four candidates have applied for the Youth Poet Laureate position.
  - Susan Griffiths requested a Library Board member to be part of Youth Post Laureate selection. Gina Falcigno volunteered to be a member of the Youth Poet Laureate selection board.
- EDI
  - Subcommittee met and drafted an EDI statement.
  - Michael Fletcher asked for a motion to accept the EDI statement. A motion was made by Erin MacDonnell and seconded by Ralph Black to accept the EDI statement. All were in favor.

**New Business:**

**Director's Report:**

LION

- No update

## Budget

- Discussed the budget workshop presentation on Saturday, January 14, 2023.
  - Susan Griffiths thanked the board members who came to support the library.
  - Dean Volain stated that the library presentation went well.
  - Kathleen Sheehan Imholt thought the presentation was clear and the handout was easy to read.

## Building

- Stair treads came loose suddenly. After an inspection was made, it was determined that they needed to be replaced ASAP.
- Installation mostly complete on 1/19/23.
  - They were one box short for the landing tile. Top landing ripped out but not installed yet.
  - The safety tape had some ripples, and the manufacturer's rep came to investigate. The tape will be replaced by manufacturer.
  - Replacement does not affect the functionality or reduce integrity of the treads.

## Collection

- Adult Department
  - Continued weeding of fiction.
  - Music CDs are getting recataloged and relabeled for ease of use by patrons.
  - Relabeling of Hot Picks and New Teen.
- Children's Department
  - Began large project of analyzing the non-fiction collection to look for gaps. This will be ongoing for some time.
  - Backpacks getting updated and missing pieces replaced. They have become very popular.
- Teen Department
  - Reclassification splitting the teen area into two sections, Young Teen, and Young Adult almost complete. Non-fiction and graphic novels are the last to be worked on.

## Databases/Technology

- Our North Haven Memorial Library app is live in the App store for Apple and Google Play for Android.
  - Continued testing now that the App is live.
  - Not ready for public launch yet. Anticipated public release early to mid-February.
- Launched *Beanstack*. Winter reading began with *Beanstack* on 1/17/23 with no issues so far.

## Winter Reading

- Children's and Teen both have challenges using *Beanstack*.
- Winter Reading begins January 17- February 28.

## Teen Department

- Emily Tomlin visited the High School for exposure and library card signups.
  - 17 high school students got library cards at the most recent visits!
  - Great relationship-building with school librarians and teachers.
- Shared several emails from parents letting us know how happy they are with the new programs, services, and resources offered for teens.
- Laura DeVaux stated that it's nice to hear that the kids are enjoying the programs.

## Programs

- Status Quo for basic programming.
- Inaugural Indoor Plant Exchange with Daytime Gardeners and North Haven Garden Club will be held on Saturday, January 21, 2023, from 11:00 am – 3:00 pm.
- The Parent Resource Fair is scheduled for March 25, 2023.
- All CT Reads will be held in June and July. Shauna further explained the "All CT Reads" book club to the staff.
  - Books have been selected for the following age groups.
    - Adults, "The Final Review of Opal and Nev".
    - Teens, "Hollow Fires".
    - Younger children, "Living with Viola".
- Beginning to work on the Summer Reading Kickoff Carnival which is scheduled for June 17, 2023.

## Staff

- Rachel Bernardo, part-time clerk in the children's department resigned.
  - This position has been posted.

## **Strategic Plan**

- Discussed creating a 2-3 year strategic plan.
  - Laura DeVaux asked, what's the benefit to the library with having a strategic plan?
  - Ralph Black feels it's basically connecting with the public.
  - Gina Falcigno feels a strategic plan would keep everyone on the same track.
  - Sue Griffiths will further research how the strategic statement should be written.
- Susan Griffiths discussed program surveys.
  - Laura DeVaux suggested having surveys available at the summer reading carnival.
- A Subcommittee can meet to further discuss.

## **Adjourn:**

The next Library Board meeting will be held March 16, 2023, at 6:30 p.m.

A motion to adjourn was made by Erin MacDonnell and seconded by Mary Anne Hardy. The meeting was adjourned at 7:56 p.m.