

North Haven Memorial Library Board Meeting

**Approved 10/3/23**

Thursday, September 21, 2023

**Minutes**

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

Absent: Mary Anne Hardy, Dean Volain

1. The meeting was called to order by Michael Fletcher at 6:33 p.m.
2. Michael Fletcher requested that the minutes of the May 18<sup>th</sup> meeting be accepted. Motion was made by Kathy Sheehan Imholt and seconded by Ruth Bryant to accept the May 18, 2023 Meeting minutes. All were in favor.

**Financial Statement**

Michael Fletcher asked for a motion to accept the financial statement. Motion was made by Erin MacDonnell and seconded by Ralph Black to accept the financial statement. All were in favor.

**Old Business:**

Emergency Action Plan

- o Complete with the exception of some building exit maps, forthcoming.
- o Approved by Fire Department, Police Department, and Finance & Administration Department.

Strategic Plan Update

- Met with 4 consultants, 3 submitted proposals. Sue Griffiths presented the top 2 proposals to the Board. The Board decided to meet with the top choice at this time. The Board will consider meeting with other consultants if necessary, after this meeting.
  - o Dates to meet the 1<sup>st</sup> consultant were discussed and Kathy Sheehan Imholt made a motion to schedule a Special Meeting on Tuesday, October 3, 2023, at 6:30 p.m., Ruth Bryant seconded the motion. All were in favor.
- Pending the outcome of the Library Board Special Meeting, Sue Griffiths will apply for CT Humanities Grant, deadline 11/3/2023.

Connecticut State Library Construction Grant Update

- Grant submitted on 9/1/23 with full support from Town.
  - o The Town of North Haven's Annual Meeting was held on 9/18/23. The agenda had resolutions for bonding for the grant match. It passed!
  - o The Construction Grant Building Committee met in August. They reviewed plans and the scope of work.
  - o Susan Griffiths reviewed and discussed final construction plans with Board.
  - o Approval notification will be in November.
  - o Construction would likely start late summer to early fall of 2025.

- Ruth Bryant asked about having enough privacy with the glass studying rooms. Susan Griffiths explained the sounds are muffled and privacy shouldn't be an issue.
- Michael Fletcher asked for a motion to move forward with the CT State Public Library Construction Grant. Erin MacDonnell made a motion to move forward with the construction grant and Laura DeVaux seconded the motion. All were in favor.

## Policy Update

- The *Materials Selection/Deselection Policy* has been combined with the *Collection Development Policy* to create a new comprehensive policy, the *Collection Development and Management Policy*.
  - The new policy meets requirements for the new State Law SB2, Sec. 11-24b
    - Libraries must have a current *Collection Development Policy* to be in compliance and be eligible to receive any State Library or State Grant funding.
  - Michael Fletcher asked for a motion to accept and approve the new *Collection Development and Management Policy*. Laura DeVaux made a motion to approve the policy and Ralph Black seconded the motion. All were in favor.

## **New Business:**

### **Director's Report:**

#### LION

- Sue Griffiths, LION Treasurer, is now Head of the Resource Review Committee for LION
  - Committee will be reviewing current resources for usage, efficacy, and cost. If applicable, the committee will review alternatives.

## Budget

- Annual Town Meeting on 9/18/23. Resolutions passed for bonding package. Included in the bonding package:
  - Construction Grant funding match for \$250,000.
  - Library light replacements for \$150,000.
  - Library roof repairs/repainting for \$150,000.
- The library is no longer receiving copier/printing Xerox money deposits due to accounting updates.
  - Susan Griffiths will propose an increase in the Office Supplies budget for the next fiscal year.

## Building

- Lights flickering – ongoing issue.
  - Meeting scheduled to review replacement options.
- The elevator's oil was changed. Soft Modification parts ordered.
- Chiller replacement scheduled for 10/2/23.
  - There will be no air conditioning during this week.

## Collection & Department Updates

- Summer Reading Success in all departments! Participants:
  - Adults – 133, Teens – 59, Children - 495
- Creating a more robust “Library of Things”.
  - Expanding the collection of yard and board games.
  - Hive Class software teaches intro classes for sport activities.
- Adult Department
  - Weeding of fiction complete. Inventory and relabeling to start.
    - Received verbal Kudos from patron about how clean and nicely-shelved the books are.
    - Brittany Pearson, our Reference Librarian, is doing a great job of keeping our collection in tip-top shape.
  - Reviewing Reference Materials. Will likely be updating encyclopedias in both Adult’s and Children’s Departments.
- Children’s Department
  - Very busy summer. High traffic, back to pre-pandemic visits plus some.
  - Short-staffed.
  - Relaunched 1000 books before kindergarten earlier this month. Already have 82 children registered, previously was 14. We are now using our reading app, Beanstack, which is working out very well!
  - Updating Graphic Novels.
  - Completed recataloging/reclassification of biographies.
  - Updated the *World Language* sections (added flash cards, new resources).
  - Removing x-large display shelving from base of shelving stacks. This will increase narrow walkways and ensure ADA compliance.
- Teen Department
  - Teen visits up drastically. Most days at least 12 teens, usually more, use Teen Haven.
  - Attending high school and middle school open houses.
  - Teen Advisory Board (TAB) has 15 dedicated members, plus more periodically, and is a great success!
    - TAB now has officers.
    - Counts toward community service hours.

## Programs

- Prepping for busy fall program schedule. Programs scheduled almost nightly starting mid-September. New programs in the Children’s Department have been very well received/attended, i.e. *Truckapalooza*.
- The Summer Reading Kickoff Carnival on June 17, 2023, was huge success, despite weather and another large event on the Green happening at the same time. Over 800 attended!
  - Will work to have more activities for Adults next year.
  - Susan Griffiths thanked Gina Falcigno for assisting at the welcome table.
- Moved the *Storywalk* to Linsley Street to connect the Library and Town Green. Received great feedback from public about the new location.

- Kathy Sheehan Imholt stated that the *Storywalk* was excellent, and it was enjoyed by everyone!
- Gina Falcigno expressed that everyone did a great job at the carnival and that the Adult Summer Reading Program was very creative and well done!

### Databases/Technology

- There has been a significant increase in registered users of the Library's new app. In May there were almost 200 users. As of 9/20/23, there are 664 users! 171 Android, 493 iOS.

### Staff

- Held Staff Development Day on August 11, 2023, library was closed to the public.
  - Safety and EDI were covered, including the importance of having an Emergency Action Plan and how and when to use a fire extinguisher.
  - Many thanks to Laura DeVaux and her colleagues for training the library staff on hands-only CPR at the Staff Day.
    - Laura DeVaux thanked Susan Griffiths for adding her to the agenda and stated that everyone was engaged.
- Children's Clerk, Robert Iannucci, started on 9/18/23 replacing Cynthia Kondziela. Gloria Smith, Adult Clerk, resigned to take a full-time job. We are in the process of hiring a replacement.
  - Mary Angellotti is subbing until we fill the Adult Clerk position.
  - Gloria will remain on as a substitute.
- Brittany Pearson, Reference Librarian, and Emily Tomlin, Teen Librarian, attended the North Haven Fair to promote library services. The Youth Poet Laureate was also in attendance.
  - Laura DeVaux thanked Susan Griffiths and the staff for all the work they do at the library.

### **Adjourn:**

The next regular Library Board meeting will be held November 16, 2023, at 6:30 p.m. A motion to adjourn was made by Erin MacDonnell and seconded by Kathy Sheehan Imholt adjourned at 7:55 p.m.