

Approved 1/18/24

North Haven Memorial Library Board Meeting

Thursday, November 16, 2023

Minutes

Present: Ralph Black, Ruth Bryant, Shauna DeStefano, Laura DeVaux, Gina Falcigno, Michael Fletcher, Susan Griffiths, Mary Anne Hardy, Dean Volain, Sandi Lion, Secretary

Absent: Kathleen Sheehan Imholt, Erin MacDonnell

1. The meeting was called to order by Michael Fletcher, Chairman, at 6:35 pm.
2. Michael Fletcher requested that the minutes of the October 3, 2023, Special Meeting be accepted. A motion was made by Gina Falcigno and seconded by Ralph Black to accept the October 3, 2023, Special Meeting minutes. All were in favor.

Financial Statement

3. Michael Fletcher asked for a motion to accept the Financial Statement. A motion was made by Laura DeVaux and seconded by Dean Volain to accept the Financial Statement. All were in favor.

Old Business:

Strategic Plan Update

- CT Humanities grant submitted on 11/3/23
 - Sections of the grant were submitted and reviewed for feedback prior to final submission

Connecticut State Library Construction Grant Update

- Supporting documents were submitted on 9/28/23

Poet Laureate

- Updated the Poet Laureate Selection Committee guidelines:
 - Susan Griffiths requested that the Poet Laureate committee members be comprised of the Reference Librarian (Brittany Pearson) to manage the group, and the following:
 - Library Board member, community member, educator/professional poet
 - Michael Fletcher asked for a motion to approve (3) committee members plus Brittany Pearson to sit on the Poet Laureate Committee. Ralph Black made a motion to approve (3) committee members plus Brittany Pearson. Mary Anne Hardy seconded the motion. All were in favor.
- Tentative schedule for application submission and process
 - Accepting applications starting Friday November 17th through December 30, 2023
 - The first week of January the committee will meet to review applications
 - The second week of January interviews will be conducted
 - The Committee will select the Poet Laureate and request the Library Board appoint their nominee at the Library Board meeting on January 18, 2024
 - The elected Poet Laureate will start their appointment in February 2024

Policy Update

- The *Collection Development and Management Policy* was submitted to the State Library early on 10/11/23. Received confirmation that North Haven has met all elements of compliance for SB2 on 10/12/23.
- Brittany Pearson, Reference Librarian, is working on updating the *Reference Policy*. It should be ready for review in January.
- Susan Griffiths will research the issue of unattended children in the library since related State statutes recently changed. Changes to the State statute may affect the *Code of Conduct Policy* and the *Unattended Children Policy* and may warrant these policies being updated.

New Business:

Dickerman Fund:

Library Board approval is required to use the Dickerman fund to purchase general education material

- Fund balance available to spend is \$3,171.00
- The library requested to purchase the following encyclopedias using the Dickerman Fund
 - The latest edition, 2024, 22-volume set of the World Book encyclopedias for the Adult Department and add a youth Discovery Encyclopedia 13-volume set for the Children's Department, published in 2022
 - Children's published every 5 years. Adult will be available in December 2023
 - Cost for Adult: \$ 1,199.00
 - Cost for Children's: \$399.99
 - Total request is: \$1,598.99
- Dean Volain asked, "Who uses World Book"? Susan Griffiths and Shauna DeStefano explained that World Books are quick at-hand reference books used by children, adults, and library staff. They are used very frequently by staff at the Information Desk and are especially useful when the internet is down.
- Michael Fletcher asked for a motion to approve the use of the Dickerman Fund to purchase encyclopedias in the amount of \$1,598.99. A motion was made by Dean Volain and seconded by Ruth Bryant to purchase encyclopedias from the Dickerman Fund in the amount of \$1,598.99. All were in favor.

Director's Report:

LION

- The Resource Review Committee has created a survey to assess the use, need, and level of importance for the resources and services that LION currently provides

Budget

- Working on currently, due December 4th
- Budget defense workshop is Saturday, January 13th at 8:30 am
- Will be requesting to change Circulation Librarian from Librarian I to Librarian II
- Will be requesting funding to cover another part-time position

Building

- Chiller replacement was successful
- Lights flickering is still an ongoing issue
 - Budget approved for replacement
- Roof repair and repainting approved; getting additional quotes
- Fire panel troubleshooting session upcoming
- Installed phone charging station
- Safety bollards installed after having a second parking lot accident in six months
 - Covers for bollards purchased. Will paint to look like book characters.
- Baby gates purchased to accommodate larger programs in the Children's Department
- Removed shelving unit from the Teen Department and relocated it to 2nd floor
 - Too many teens for existing space
 - New tables and chairs have been ordered

Collection & Department Updates

- Adult Department
 - Chess table ordered, will be out soon
 - Rotary collection has been relabeled. Assessment of the collection to begin soon
 - Book thefts are up. Missing 35 new books in three months, total cost over \$1,000
 - Ruth Bryant suggested checking bags and adding book theft recovery into the budget
 - Gina Falcigno suggested posting more signs that state "You're on Camera"
 - Due to removal of the Teen shelving unit, Adult biographies were shifted to give Teen more shelf-space for non-fiction
- Children's Department
 - A new train table was purchased by the Friends of the Library, as well as large plastic dinosaurs which can be utilized on the train table and in the department.
 - Created new display – "Better together – Celebrating our Community"
 - Planning to offer culture-base programming in the spring "Daytrip Discoveries"
 - Folklore, games, and snacks presented based on country
 - Advent bundles of books will be available for the month of December
- Teen Department
 - Teen Instagram now has 100 followers
 - Authors are directly responding to posts about their books!
 - Reorganizing physical space to accommodate more teens

Programs

- Status quo for adult and children's department programs
- All departments planning winter reading and spring programs
 - Teen winter reading runs December 1st – 31st
 - Adult and Children winter reading runs January 16th - February 24th
- The Teen Advisory Board (TAB) consistently has 13 attendees, often more, and now has officers
- "Magic the Gathering" is a new program with consistent attendance
- Bunch of new patrons are participating in Dungeons and Dragons
- The Escape Room was successful with 32 attendees!

Community

- Susan Griffiths and Emily Jenkins participated in the town's first Business Expo in September and Trunk or Treat in October. Sue and Emily dressed as Waldo and filled the trunk with book character stuffed animals. They hid NoodleMan and Waldo for an interactive experience.
- Participated in the BOE's evacuation drill of Clintonville School on 11/2/23
 - K-2 grade students were bussed to library
 - Next drill of Green Acres scheduled for December 2023
- Having a "Giving Tree" to collect mittens, gloves, and stocking stuffers for North Haven Community Services/North Haven families in need. Donations can be brought in through 12/09/23.

Databases/Technology

- Library App - In May there were almost 200 users. At the end of September, there were 664 users. As of today, there are 812 users!

Staff

- Alyssa Chandler started as Adult Department Clerk replacing Gloria Smith on 11/13/23
 - Mary Angelotti filled in after Gloria Smith left. Gloria will remain on as a substitute

Adjourn:

The next Library Board meeting will be held January 18, 2024, at 6:30 p.m. A motion to adjourn was made by Mary Anne Hardy and seconded by Dean Volain. The meeting was adjourned at 7:57 p.m.