

**PROSPECT PUBLIC LIBRARY
BOARD OF DIRECTORS' MEETING
~~X~~APPROVED MINUTES
6/11/2020**

The Prospect Public Library Board of Directors' meeting was called to order by the Chairperson, Sue McKernan, at 6:00 p.m. via ZOOM. A voice recording of the meeting was made.

Members Present: Sue McKernan, Lorraine Dixon, Lynn Griffin, Ira Kamm, Judy Kennelly, Carol Martino, Carole Moschella, Nancy Via

Judy Kennelly arrived at 6:45 pm

Members Absent: Marj Devaney

Others Present: Director, John Wiehn, Lynn Norris

Correspondence: ACLB Newsletter

Next Meeting Date: September 10, 2020 at 7:00 p.m. If the meeting must be via Zoom, the ID number and password will be sent out with the agenda before the meeting.

Public Participation: The Friends Executive Board will be meeting next Monday to plan the for the future. As it stands now, we have been advised that the Community Center will not be open until the fall. We are proceeding with our annual membership letter that will also serve as a request for funds. We will not be accepting any book donations for the foreseeable future. The officers are in agreement to stay in place for the next year. We will be seeking a secretary and replacements for us all in 2020-2021, but feel it unfair to expect a new slate of officers to inherit the current situation.

Approval of Minutes:

Motion to approve the minutes of the May 14, 2020 with a correction was made by Ira Kamm, seconded by Lynn Griffin. The correction: Ira Kamm seconded the motion to accept the Treasurer's Report. Motion passed unanimously.

Treasurer's Report: Carol Martino made a motion to approve the Treasurer's Report for June 2020. Motion was seconded by Carole Moschella. Motion passed unanimously.

Director's Report:

- Since May 11th we have had over 155 patrons take out 297 items using the curb side pickup service. John indicated that he is "proud to say that the Prospect Library was the 'first' library in our area to offer this service to the patrons."

- Two members of the Prospect Fire Department visited the Library. We asked them to clarify the capacity of the Library in anticipation of reopening to the public in the next few months. The Governor has indicated that Libraries are limited to 50% capacity when they reopen.
 - According to the Prospect Fire Department, we have the following capacities at the Library:
 - Book Stacks: 24 people
 - Children's Room: 11 people
 - Reading Area (near newspapers/magazines): 5 people
 - General area of Library: 72 people
 - Total: 112 People (100% Capacity)

With Governor Lamont's new rule to keep at 50% capacity, we could only allow **56 people** in the main Library at any one time. Patrons would need to maintain a 6-foot distance and wear masks. This number does not consider the Community Room which has a maximum capacity of 50 people (25 during the COVID crisis).

- In early June TICE Landscaping did a great job trimming and removing dead bushes around the Library grounds. Prior to beginning their work, John did a walk around with the lead worker and showed him exactly what we needed to have done.
- Late last month, Luso Cleaning did a fine job cleaning the carpets as well as the chairs/couch in the reading area. In addition, the wood on the circulation desk was polished.
- M&M Mechanical completed our annual HVAC service on the Library's Cooling System.
- A donation in the amount of \$100 was received in memory of Mrs. Sutton by members of the Book Club.
- The Library is continuing, in concert with the New Haven Public Library, to host a monthly Virtual Book Club that is being run via ZOOM by former staff member, Arthur Volanth. May's meeting had eight people attend virtually.
- We have reached out to the Connecticut State Historian, Walter Woodward, and the Dog Listener, Phillip Klein to do virtual programs in the upcoming months.
- We are upgrading the wireless modems this month. The modems will work with the new upgraded fiber connection to provide a better connection. The current modems are over seven years old.
- Since the last board meeting, 15 DVDs, 12 Audio Books and 3 adult books have been added to the Library collection.

We are still awaiting work to begin on:

- Repairing the first two columns at the entrance;
- The demolition work in the Community Room kitchen in preparation for the remodeling project.

Assistant Director's Report

- Planned, coordinated, and implemented with staff the curbside-to-go process.
- Continued to conduct inventory of the children's collection.
- Ordered materials and books for all age levels
- Ordered Nutmeg 2020-21 books (children's collection) both print and digital.
- Completed updating the Summer Reading program site, ReadSquared (link off of the Library website).
- Updated program information/promotional materials for social media platforms and website.

A motion was made by Lorraine Dixon, to approve the Director's Report, including the Assistant Director's Report, seconded by Ira Kamm. Motion passed unanimously.

Approval of Bills: Motion was made by Nancy Via to approve the Library and Baker & Taylor bills for the dates of May 28 and June 8:

Library

May 28, 2020

June 8, 2020

Baker and Taylor

June 8, 2020

Motion was seconded by Carole Moschella. Motion passed unanimously.

Chairperson's Report:

- The staff has been working during the entire pandemic and is doing productive, wonderful work.
- Luso Cleaning Service did an amazing job with the carpet and chair cleaning, and the polishing of the circulation desk.
- Sue noted that she was contacted by staff member Nancy Malaspina regarding the purchase of a sign publicly thanking the first responders/front line workers for their life-saving efforts during the pandemic. The sign was ordered and installed on the Library property on the Route 69 side.
- Sue reiterated that she was very pleased with the work Tice Landscaping did at the Library. She expressed sincere thanks to John for reviewing the property with her and then communicating that information to the manager of the crew.

Old Business

Permission Form for Ages 10-17: There was general discussion relative to some minor changes to the permission form. John will update it for immediate use.

New Business:**Library Reopening – Discussion (Issues and Plans).**

Although only in the beginning stages, John and Staff are considering the following:

- There are no plans to open the Library on June 17th. Neither the Naugatuck or Waterbury Library will open on June 17th. The Cheshire Library is having a new roof put on and is not opening. John plans to coordinate the same time and date as local libraries. In the interim, the Library will continue the curbside service which has been very successful.
- A plan to book computer appointments of 45 minutes to one hour for Prospect residents to start. Three computers will be available to ensure appropriate social distancing. Keyboard covers have been purchased. Appointments will be booked to allow 15 minutes after each appointment for sanitizing of station by staff.

There has been some discussion of doing contact tracing wherein staff would ask Library patrons for their name and telephone number. John indicated that some Libraries are objecting to the process because of privacy rights being violated. John is awaiting word from the Mayor/public health department as to how to proceed.

We will honor our normal fine-free month of June and will notify patrons that effective July 1, fines will be assessed. Fines will be deposited in the gift account.

John/Staff will review which Library museum passes are valid, which are not.

The issue of importance of wearing masks and a possible confrontation about people who do not wear a mask, will be addressed with the Mayor's office. The question of taking temperatures was also discussed. In addition, John will formulate a list of all questions/recommendations for review with the Mayor.

Everyone will be kept informed as to the progress of the eventual reopening of the Library in a safe manner. Sue asked the Board that if anyone has suggestions to please e-mail John as soon as possible.

Other:

Nancy Via extended her personal thanks to the staff of the Prospect Library, especially staff member Cheryl, for her work with the curbside pickup. John mentioned all staff is involved in the project.

Nancy Via also said that we owe John a tremendous vote of thanks as an outstanding leader who has offered solutions with grace in finding the best way to keep serving the public.

In addition, she thanked Chairperson Sue for all the work she continues to do as leader, especially with all the current issues.

A motion to adjourn the meeting at 7:10 pm was made by Carol Martino , seconded by Ira Kamm. Motion passed unanimously.

X 

Susan H. McKernan
Chairperson

X 

Pamela Monahan
Board Clerk

Library Director's Report – September 10, 2020

June 10th to September 10th, 2020

Town employees have been allowed to work in their buildings 5 Days a week from the hours of 9am till 4pm since July 1st per order of the mayor. Library staff's individual work schedules were adjusted so they work all the hours they had been scheduled prior to the pandemic.

Our Curb Side Service Continues to be popular –

“Since May 11th we have had over 792 patrons take out over 1890 items using our curb side pickup service!”

Over the last 2 weeks we have met with staff and board chair Mckernan concerning their thoughts and ideas on reopening the library to patrons on a limited and controlled basis. We also reached out to other libraries that are open to patrons to see what has worked and didn't work for them. A 2 page idea sheet has been created and is in your board packet tonight.

*On September 10th, we had a site visit by the head of Chesprocott - Maura A. Esposito. We did walk around with her and gathered her ideas on what needs to happen to open to the public. We had her look over our idea sheet about reopening and she had no issues with anything on the list.

A complete inventory of the library collection is over 80% completed. As of today, all of the children's collection, Adult Audio Books, Adult Biographies and all DVDs have been inventoried. We have one staff member working on Adult Fiction and one staff member working on Adult Non Fiction.

*By late June, Premiere Painting finished repairing and painting the first 2 outside pillars that hold up the entrance way.

*Also by late June we had a motor replaced by M&M Mechanical in the Air Conditioning System. Cost was over \$1200.

*Work began on the community room kitchen in early July. All the cabinets were refinished and new flooring installed. We are awaiting the arrival of a new rolling cabinet, small refrigerator and a peg board. Once they arrive work will resume on kitchen remodel. Project should be completed by end of September or early October.

*Tice Landscaping finished in mid-July the project which created a new stone walkway from the gazebo to the Parking Lot.

*The library's biennial cleaning of the Septic system occurred in late August. Prospect Sanitation performed the work.

*Library continued thru August, with the New Haven Public Library, hosting a monthly Virtual Book Club that is being run via Zoom by former staff member Arthur Volanth. On average we had 6 to 8 people attend virtually.

*In conjunction with the Prospect Historical Society, the library will be presenting via Zoom on September 22nd, Connecticut State Historian – Walter Woodward. He will be speaking about his new book entitled: ***Creating Connecticut***

Since our last board meeting – we have added 34 DVDS, 19 Audio Books and 173 Adult Books to our collection.