

**PROSPECT PUBLIC LIBRARY  
BOARD OF DIRECTORS' MEETING  
~~UNAPPROVED MINUTES~~  
9/10/2020**

The Prospect Public Library Board of Directors' meeting was called to order by the Chairperson, Sue McKernan, at 7:00 PM.

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

**Members Absent:** Lorraine Dixon, Marj Devaney

**Others Present:** Director, John Wiehn; Assistant Director Veronica Clark

**Correspondence:** None

**Next Meeting Date:** October 8, 2020 at 7:00 p.m.

**Public Participation:** None

**Approval of Minutes:**

Motion to approve the minutes of June 11, 2020 was made by Ira Kamm, seconded by Carol Martino. Motion passed unanimously.

**Treasurer's Report:** Nancy Via made a motion to approve the Treasurer's Report for July, August and September 2020. Motion was seconded by Judy Kennelly. Motion passed unanimously.

**Director's Report:**

The Curb Side Service continues to be popular. Since May 11<sup>th</sup>, we have had over 792 patrons take out over 1,890 items using our curb side pickup service.

Over the last 2 weeks, we have met with staff and 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 two-page sheet has been created and will be discussed at this meeting.

On September 10<sup>th</sup>, we had a site visit by the head of Chesprocott Health District, 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 \$1,200.

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. The project should be completed by the end of September or early October.

Tice Landscaping finished in mid-July the 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 through 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 attend virtually.

In conjunction with the Prospect Historical Society, the Library will be presenting via ZOOM on September 22<sup>nd</sup>, Connecticut State Historian – Walter Woodward. He will be speaking about his new book entitled: Creating Connecticut.

Since the June board, we have added 34 DVDs, 19 audio books and 173 adult books to our collection.

### **Assistant Director's Report**

Provided service to patrons wanting to utilize Curbside to Go Services.

Setup Story Walk.

Developed and implemented the Curbside craft series and end of summer craft and activity bags.

Continued conducting inventory of Children's Collection.

Ordered materials and new books for all age levels.

Ordered digital and physical copies of materials for high school summer reading.

Ordered replacement materials for children's/YA non-fiction collections

Monitored and updated the Summer Reading Program website.

Updated and maintained program information and promotional materials for social media platforms and website.

A motion was made by Lynn Griffin, to approve the Director's Report, including the Assistant Director's Report, seconded by Carole Moschella. Motion passed unanimously.

**Approval of Bills:** Motion was made by Nancy Via to approve the Library and Baker and Taylor bills for the following dates:

<u>Library</u>	<u>Baker and Taylor</u>
June 17, 2020	June 18, 2020
June 24, 2020	July 7, 2020
June 29, 2020	July 21, 2020
June 30, 2020	July 29, 2020
July 9, 2020	August 17, 2020
July 22, 2020	August 18, 2020
July 30, 2020	August 21, 2020
July 31, 2020	
August 18, 2020	
August 21, 2020	
September 2, 2020	

Friends of the Library

July 8, 2020 (Events paid for by the Friends through their annual donation)

Motion was seconded by Ira Kamm. Motion passed unanimously.

**Chairperson's Report:**

Sue expressed sincere thanks to John and Veronica for their leadership and work during the pandemic:

- All the needs were being met and they and the staff went over and beyond.
- The Story Walk was a complete success and discussion took place about ways to enhance it in the future.
- The amount of work that has gone on to present all summer programs and crafts is excellent and has received a great deal of positive feedback as has the Curbside program..
- Maintaining the personal touch is so very important and the Library staff has done a stellar job since the lockdown began.

Next week, the current art display will be coming down. The request by the family for a reception was denied. A youth in town, Caitlyn Reed, also did a video program of art projects that is available to view on Facebook.

The kitchen remodel is nearing completion. Refinished cabinets (a savings over the purchase of new ones), new sink, countertops, and installation of the new floor have been completed. The final materials have been ordered and work will begin again when the items are received.

Programs for outside while the weather is still good, are under consideration.

Cleaning is now twice a week, on Tuesday and Thursday and will be increased when patrons are once again allowed in the Library.

As John and Veronica continue to purchase materials, books, etc., kudos to them as they work to meet varied interests, including balancing the purchases, especially in this time of differing political views and social unrest.

The next project is the remodeling of the computer room. The card catalog will be moved to the community room. John found antique postcards that he had enlarged at Costco and framed. The prints will be located in the computer room. Some adjustments will be made to the walls and cabinets, and the room will be repainted.

Sue is looking to get ideas on redoing the front garden since many plants have now become overgrown.

#### **Old Business:**

Board members completed a final review of the Internet Permission form: Permission Form for Ages 10-17. A motion was made by Nancy Via seconded by Carol Martino to approve the form. Motion passed unanimously.

#### **New Business:**

Library Reopening – John and Veronica did research, checked government requirements, contacted area libraries, met with Chair McKernan, the Library staff, and the Health District representative, and created a draft document, “Allowing Public Access (September 9, 2020). The Board was asked to review the document and email any questions/ideas to John. When the document is finalized, it will be presented to the Mayor for further review and final approval.

John contacted Chesprocott Health District, Maura Esposito who met with him and toured the library. She made a minor recommendation regarding the circulation desk but was very positive about proposed plans. At John’s query, Ms. Esposito recommended that there be no contact tracing which would eliminate the need to require patrons to sign in and leave contact information. She noted that if someone did contract the virus, we would let her know and she would follow up as necessary.

Out of towners are contacting the Library to see if we are open. While curb side service has been limited to Prospect residents this summer, we will now make it available to residents and non-residents

alike. The Inter-library loan program will continue to be only for Prospect residents for the time being. John noted that because of its popularity, the Curb side program will continue even after the Library re-opens.


Sue asked everyone to review the reopening document carefully and to send all suggestions to John, Veronica, and the entire Board. She indicated that the document will be as detailed as possible with every single protocol we can think of to ensure the safety of patrons and staff.

John noted that the town can get reimbursed for COVID-related expenses. Therefore, those bills are being sent to the Mayor's office.

**Other:**

John stated that the increase in the salary for the assistant director has been delayed; however, it will hopefully be approved at the next Town Council meeting and she will get it retroactively.

A motion to adjourn the meeting at 8:25 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 – October 8, 2020

### September 10<sup>th</sup> to October 8<sup>th</sup>, 2020

We continued to meet with our Assistant Director, staff and our board chair on refining on our plans for reopening the library. Once are plans are approved by the board we will be setting a meeting up with Mayor Bob to get his approval. Our opening of course depends on the conditions of the State in regards to the Covid Crisis over the next month.

Note: we received a call from the Mayor that his plans are to reopen Town Hall on November 2<sup>nd</sup>.

\*A complete inventory of the library collection is 85% to 90% completed. All to be finished is the Adult Fiction area.

\*We are investigating a new Anti-virus program for the libraries computers. Our current virus protection program will no longer be supported by the vendor after Mid November.

\*We continue working on the Annual Report for the State of Connecticut. The report is due in November. Due to the closure of the library in early March, the numbers for attendees for programming and computers will be down. Most if not all libraries in the state were closed from early March to late June 2020, so all libraries numbers will be down in these areas.

\*Work on the community room kitchen is in a holding pattern since our last meeting. We are awaiting arrival of new refrigerator. We also had to order a new rolling cart because the prior one that was coming from China never arrived. So after more than a month that order was cancelled. Once these items arrive work will resume on kitchen remodel. After the community kitchen remodel is complete the next project will be painting the Computer room as well as reworking the shelving and adding more lighting.

\*Library continues with the New Haven Public Library, hosting a monthly Virtual Book Club that is being run via Zoom by former staff member Arthur Volanth. In October *Carrie* by Stephen King and in November *Brave New World* are the books to be discussed.

Our Zoom Book Talk on September 22<sup>nd</sup> with State Historian Walt Woodward had 9 attendees. He spoke on his book *Creating Connecticut*.

Since our last board meeting – we have added 10 DVDS and 75 Adult Books to our collection.

I will be taking a vacation day off on Tuesday, October 13<sup>th</sup>. Library will be closed on Columbus Day on October 12<sup>th</sup>.