

**PROSPECT PUBLIC LIBRARY
BOARD OF DIRECTORS' MEETING
UNAPPROVED MINUTES
1/14/2021**

The Prospect Public Library Board of Directors' meeting was called to order by the Chairperson, Sue McKernan, at 6:00 pm. via ZOOM.

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

Members Absent: none

Others Present: Director, John Wiehn

Correspondence: none

Next Meeting Date: February 11, 2021 at 6:00 pm

Public Participation: none.

Approval of Minutes:

Motion to approve the minutes of the December 10, 2020 meeting was made by Nancy Via, seconded by Judy Kennelly. Motion passed unanimously.

Treasurer's Report:

Lorraine Dixon presented the Treasurer's report for December.

There was a motion made by Judy Kennelly to keep \$3,000 in the Verroneau account, with the balance to be moved to the gift fund for use of children's books and programming. The motion was seconded by Lynn Griffith. Motion passed unanimously.

Carole Moschella made a motion to approve the Treasurer's Report for January 2021. Motion was seconded by Marj Devaney. Motion passed unanimously.

Director's Report:

During the past week, we learned that Town Employees, including library staff, are eligible for a Covid vaccine during the month of January. Chesprocott asked for the e-mail addresses of all staff so they could be reached to be scheduled. If enough vaccines are available, the shots will be given January 20th to 21st (10 to 2), or January 27th to 28th (10 to 2).

PROSPECT, CONN.
 TOWN CLERKS OFFICE
 RECEIVED FOR RECORD
 2021 JAN 19 AM 11:15
 Margaret A. Anderson
 TOWN CLERK

On Monday, January 11th, I spoke to Mayor Bob. We asked him for a reason to give to the board on why he doesn't want any town buildings (including the Library) open on an even limited controlled basis. He noted that on November 9th he was the 192nd case of Covid in Prospect. Since the 9th of November, Prospect has seen an additional 334 cases of Covid. Also, he stated that an employee of the senior center has come down with Covid last week. All the senior center employees are being tested and that the center has stopped food deliveries until at least January 18th. The Center is also being sprayed with a disinfectant as well.

Also, we have submitted to Mayor Bob the approved board plan for Covid staff rules. He will be sending it to the Town Attorney for his thoughts. I did mention to him that the town needs to establish a universal policy concerning how town employees deal with the citizens who enter town buildings without a mask.

Our Light up Prospect 2020 Contest for "Be the Best Decorated House for Christmas" ended last month. We ended up with 32 entrants.

Winners for the First Place was a tie between: 4 Southridge Road and 19 Nichols Court
Winners for the Second Place, also a tie were: 39 Clark Hill Road and 4 Barry Lane.

First place winners received a \$50 Visa Gift card. Second place winners received a \$25 Visa Gift card. We thank our judges – Sue McKernan, Carol Martino, Marj Devaney and staff member Emily Jusino. I strongly suggest we do a "Light up Prospect" in 2021 and start promoting it earlier than the 2020 contest. Also maybe judge homes earlier, maybe as people enter the contest.

No update on filling the vacancy on the Library board. I was told that the Republican Town Committee has not met since Ira resigned.

To generate more use of the Library's curbside pickup, a letter will be sent to individuals who were our most active borrowers during the ten weeks prior to our closure in March of 2020.

The Library received monetary donations from: Cook Family (\$100), Peter Merriman (\$25) and the Mann Family (\$100). Also, two books were purchased in memory of Linda Mowad from the Prospect Women's Club. We are awaiting a check from the Woman's Club for payment.

\$18.50 fines received

Assistant Director's Report

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

*Virtual storytime every Thursday

- *Promotional materials for library
- *Provided service to families for larger curbside services
- *Santa Letters – We received 41 Santa letters. The children who submitted letters were mailed a certificate and a letter.
- *Ordered materials for all age levels
- *Ordered new books for all age levels
- *Updated and maintained program information and promotional materials for social media platforms and website.

Upcoming:

- *Working on Valentine's crafts
- *March planning
- * Summer Reading promotional materials and vetting performers
- *Christine's Critters Animal Ambassador Storytime Series begins January 19th through February 9th at 10am through ZOOM. This is an interactive program series featuring baby owls, frog and toad, python and eagles.

A motion was made by Nancy Via to approve the Director's Report, including the Assistant Director's Report, seconded by Carol Martino. Motion passed unanimously.

Approval of Bills: Motion was made by Carole Moschella, to approve the Library and Baker and Taylor bills for the following dates:

| | |
|-------------------|-------------------------|
| <u>Library</u> | <u>Baker and Taylor</u> |
| December 18, 2020 | December 18,, 2020 |
| January 8, 2021 | January 8, 2021 |

Chairperson's Report:

Winter weather has been phenomenal; no issues yet with closures or snow removal.

Thanks to board members and staff and John & Veronica who participated in Light Up Prospect contest. The response was terrific. The program should be offered in 2021. There was a discussion on possible improvements for 2021.

Decorations are being taken down by Rory and Sue. John will complete the removal in the next week.

Bob Gaudio, the last artist to have a display at the Library pre-Covid, has offered, at a discount, to do a sketch of the current Library building. He previously did a sketch of the old Library which is on display at the Library.

He took photos of the Library with Christmas decorations. The preference is without Christmas decorations to see which angle will look best. He will make them available for printing for other items.

We will submit the budget after the February meeting, two days after the deadline.

The 30th anniversary of the current Library is in June. All are asked to think about something we can do to celebrate the event, and discuss it at the February meeting.

Old Business:

The draft budget for 2021-2022 was discussed. The final budget will be voted on at the February meeting and will be presented to the mayor the day after the vote.

New Business:

Copier. The current copier was purchased in 2011 out of the capital improvement account. There was a consensus that a new copier should be purchased rather than leased. The proposals will be available at the next meeting for discussion and a vote.

Other:

Ira was presented a watch as a gift from the board.

If the Covid vaccine appointments for the staff are at the same time, it is ok to put a sign on the door if it is necessary to close Library.

A motion to adjourn the meeting at 7:02 p.m. was made by Lorraine Dixon, seconded by Carol Martino. Motion passed unanimously.

X

Susan H. McKernan
Chairperson

X

Pamela Monahan
Board Clerk