

**PROSPECT PUBLIC LIBRARY
BOARD OF DIRECTORS' MEETING
UNAPPROVED MINUTES
11/12/2020**

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

Members Present: Sue McKernan, Marj Devaney, Lorraine Dixon, Lynn Griffin, Ira Kamm, Carole Moschella,

Members Absent: Judy Kennelly, Carol Martino, Nancy Via

Others Present: Director, John Wiehn

Correspondence: Global Atlantic correspondence given to Lorraine Dixon

Next Meeting Date: December 10, 2020 at 6:00 p.m. via ZOOM

Public Participation: Pam Monahan reported that the Prospect Friends is still receiving membership dues renewal. The Friends have received more money in donations than in dues. An electronic reminder will be sent to all members.

Approval of Minutes:

Motion to approve the minutes of October 8, 2020 was made by Lorraine Dixon, seconded by Ira Kamm. Motion passed unanimously.

Treasurer's Report:

Lorraine Dixon presented the Treasurer's report for November.

Carole Moschella made a motion to approve the Treasurer's Report for November 2020. Motion was seconded by Marj Devaney. Motion passed unanimously.

Director's Report:

Shortly after the last board meeting, the Mayor called a meeting in his office of all department heads. The reason for the meeting was the recent turn of events of Prospect becoming a RED Covid zone due to the increase of positive cases. So it was decided by the Mayor not to open any town building till further notice. So the planned November 2nd, reopening of the Library was cancelled.

Over the last few weeks the Town's Public Works Department –

PROSPECT, CONN.
TOWN CLERKS OFFICE
RECEIVED FOR RECORD
2020 NOV 19 PM 1:13
TOWN CLERK
Margaret L. Anderson

*Repaired the broken concrete walkway that is front of the employee entrance. Hopefully, this will stop ice from forming at the back exit door.

*Replaced the concrete pillars that hold up the bench near the blue outdoor book drop. Bench was sinking for the last year and needed to be stabilized.

The Library purchased a new anti-virus program for the Library's computers called Bit Defender. We purchased a year's license for \$115 which covers up to 25 computers. Currently the Library has 16 computers and 3 laptops. We bought the software from Tech Soup which gave us an excellent price being that we are a non-profit.

Some facts from the annual State Report (from July 1, 2019 to June 30, 2020)

*41,395 in the Library Collection as of June 30, 2020

23,902 Adult books/1,766 Young Adult/15,727 Children's books

*1,727 Audio Books

*3,217 DVDs

Because of the COVID shutdown of the Library for the last 15 weeks of FY2020, circulation of print items and DVDs were down by a third over the same period last year.

On a good note, the circulation of Downloadable Books and Audiobooks was up by 25% over the prior fiscal year.

Information was attached to the report on what was circulated from the last meeting in October.

Since the last board meeting, 6 DVDs and 68 adult books have been added to the collection.

Assistant Director's Report

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

*Teddy Bear Storytime was a blast. We went on a Bear Hunt, Rock-A-Bye'd the bears, danced and had all around good time.

*Outdoor storytime every Thursday

*Scheduled an outdoor Yoga Program

*Promotional materials for Library

*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

*Bring the Hoopla program took place on November 10th

*Thank-tastic Activity and Craft Bags – November 25th

*Planning Christmas bags

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

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

<u>Library</u>	<u>Baker and Taylor</u>
October 16, 2020	October 16, 2020
October 28, 2020	October 22, 2020
November 6, 2020	November 6, 2020

Motion was seconded by Lynn Griffith. Motion passed unanimously.

Chairperson's Report:

After asking the board members for their opinion, it was decided that the board meeting will be done via ZOOM in December. The group will reassess at the board meeting in December to see if the board will be doing a January ZOOM meeting as well.

Thank you so very much to Ira Kamm for all the work done over the years as a member of the Library Board. He will be sorely missed. A round of applause was given, and we wish him good health and happiness in the future.

Thank you to Carole Moschella for providing baked goods.

An idea concerning a Prospect home decorating contest for Christmas is being done. The decision will be made in time for the print deadline for Prospect Pages.

Old Business:

2021 Board Meeting/Library Closure Dates – A motion was made to approve the proposed board meeting dates by Lorraine Dixon, seconded by Marj Devaney. Motion passed unanimously.

New Business:

Christmas Staff Holiday event. The event was discussed.

Budget FY 2022 (First Draft) – please review the first draft and prepare for discussion at ZOOM meeting in December.

Other:

None

A motion to adjourn the meeting at 6:00 p.m. was made by Ira Kamm, seconded by Lynn Griffith. Motion passed unanimously.

X

Susan H. McKernan
Chairperson

X

Pamela Monahan
Board Clerk