

**PROSPECT PUBLIC LIBRARY
BOARD OF DIRECTORS' MEETING
UNAPPROVED MINUTES
12/10/2020**

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, Judy Kennelly, Carol Martino, Carole Moschella,, Nancy Via

Members Absent: Lynn Griffith

Others Present: Director, John Wiehn

Correspondence: Global Atlantic correspondence given to Lorraine Dixon

Next Meeting Date: January 14, 2021 at 6:00 p.m. via ZOOM

Public Participation: None.

Approval of Minutes:

Motion to approve the minutes of November 12, 2020 was made by Carole Moschella, seconded by Judy Kennelly. Motion passed unanimously.

Treasurer's Report:

Lorraine Dixon presented the Treasurer's report for December.

Carol Martino made a motion to approve the Treasurer's Report for December 2020. Motion was seconded by Marj Devaney. Motion passed unanimously.

Director's Report:

The Library recently heard good news from the Waterbury Symphony Orchestra. Thermo Conductor Services has again agreed to sponsor at the Library, four musical reader programs. Programs are tentatively scheduled for May and June, 2021. In the event of COVID restrictions still in place, the program will take place virtually or outside weather permitting. Veronica will be working with the symphony to schedule the dates of the programs.

It was announced that the Library is sponsoring "Light Up Prospect – Be the Best Decorated House for Christmas." As of December 9th, 25 homes have signed up. Voting committee will travel around for judging.

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TOWN CLERKS OFFICE
RECEIVED FOR RECORD
2020 DEC 18 PM 1:16
Marianne L. DeBruin
TOWN CLERK

Two staff members, Lynn and Nancy, will decorate the street signs on Center Street.

The annual cleaning of the furnace/boiler will take place on December 22nd by John Riggi of Superior HVAC.

From November 13 through December 8 – 407 items were checked out using curbside service (332 books, 19 audiobooks, 52 DVDs and 4 magazines). Since the last board meeting, 41 DVDs and 52 adult books were added to the collection.

Thank you to Sue & Rory McKernan for decorating the gazebo, light poles, cupola and fencing that runs along Route 68. The outdoor holiday lights were turned on early this year. They were a big help with decorating the large indoor Christmas tree. The window holiday wreaths were put up after Thanksgiving. Each staff member decorated a small tree as well. The board is invited to stop by to see the decorations.

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.

*Ordered materials and books for all age levels

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

*168 children participated in the virtual Storytimes and November craft bags.

Upcoming:

*December 21 & 22 – A Very Grinchmas Craft & Activity Bags

*Santa Letters – Ongoing certificates will go out around the 21st to the participants.

A motion was made by Lorraine Dixon to approve the Director's Report, including the Assistant Director's Report, seconded by Nancy Via. 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:

Library

November 18, 2020

December 1, 2020

Baker and Taylor

November 18, 2020

December 1, 2020

December 8, 2020

December 8, 2020

Motion was seconded by Carol Martino. Motion passed unanimously.

Chairperson's Report:

Chairperson Sue McKernan asked for volunteer judges for the house decorating contest. Marj Devaney, Carol Martino, John Wiehn & Sue and Rory McKernan will be the judges.

Veronica will provide addresses. A rating schedule will also be provided. Responses will be sent to John and Sue by December 20th, with a decision to be announced December 21st. Winners will be asked to submit a photo so we can send to Prospect Pages Contact Prospect Pages.

A sincere thank you and job well done to John, Veronica and the entire staff of the Library for the work during this most unusual time. Special thanks to staff member Nancy who provided the face masks to the board.

Kudos to my grandchildren, ~~████████████████████~~ who decorated the indoor tree at the Library.

The reopening of the Library will take place in the new year.

Old Business:

The draft budget for 2021-2022 was discussed. It will be discussed again at the January board meeting.

New Business:

Staff protocols and expectations document. The draft document was distributed for comments. These are the protocols for staff only. There will be a patron document. John and Sue will have a discussion with the Mayor after the changes are made.

Other:

There was discussion regarding long overdue books. John explained the procedure for notifying patrons that books are overdue. The procedure will be reviewed in the new year. It was noted that June and December are fine free months.

Merry Christmas to all!

A motion to adjourn the meeting at 6:48 p.m. was made by Judy Kennelly, seconded by Nancy Via. Motion passed unanimously.

X

Susan H. McKernan
Chairperson

X

Pamela Monahan
Board Clerk