

**PROSPECT PUBLIC LIBRARY
BOARD OF DIRECTORS' MEETING
UNAPPROVED MINUTES
3/11/2021**

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

Members Absent: none

Others Present: Director, John Wiehn; Galen Lowell

Correspondence: none

Next Meeting Date: April 8, 2021 at 7:00 pm

Public Participation: Chairman McKernan introduced Galen Lowell to the board. Galen is the potential new board member to replace Ira Kamm, pending approval by the Town Council. All the board members introduced themselves.

Pam Monahan, reporting for the Friends of the Prospect Public Library, reported that the Friends has now passed the one-year anniversary of the used bookstore not being opened. She asked the Mayor's office if the Friends could have access to prepare for opening and was told no.

Pam also shared that the Friends will be participating in the Connecticut Community Foundation Giving Event in April.

Approval of Minutes:

Motion to approve the minutes of the February 11, 2021 meeting was made by Lorraine Dixon, seconded by Marj Devaney. Motion passed unanimously.

Treasurer's Report:

Lorraine Dixon presented the Treasurer's report. She will go to Webster Bank on March 13th when the CD matures and acquire the best renewal rate available.

Carole Moschella made a motion to approve the Treasurer's Report for March 2021. Motion was seconded by Lynn Griffin. Motion passed unanimously.

Director's Report:

John stated that:

- As we noted in our last report, the vaccine program for all our staff was cancelled due to the State Government changing the parameters to an age-based criterion. By the end of this month (March 2021), three of our staff members will have had their first Covid Vaccine shot.
- On the evening of Tuesday, February 23rd, I participated in a 2nd virtual meeting dealing with Prospect's new Community Wellness Initiative (CWI). Besides myself, Town Council members and representatives from the Police Dept., Fire Dept., Region 16, Chesprocott, Park & Rec. and the Prospect Business Assoc. attended the meeting. The meeting was run by the chairman of the Prospect Town Council and 2 co-chairmen were selected to run future CWI meetings. No date was set for future CWI meetings. I will update the board as more information comes concerning the CWI.
- Our annual cleaning of the Library's furnace/boiler took place on January 14th by John Riggi of Superior HVAC. A bill for the work has not been received as of March 10th. A call was made to Superior concerning this and we were told they have a new billing software system and a bill would be coming shortly.
- Jim Paulella of Premiere Painting and Services started working on a few renovations to the Library's computer room in late February. He removed two old wall shelving units that held the old printers. They were taken back to his shop to be cut down so they can blend in (relative to size) with the other shelf units that surround them on the west wall. The Library currently uses a Wi-Fi printer at the circulation desk and no longer needs the printer shelf units as they were used in the past.
- J&T Electric performed work at the Library on March 3rd repairing a short circuit in one of the lighting fixtures over the Fiction book area. It was a fire hazard and needed to be replaced.
- As an information item, Board members have been given a copy of the Town of Prospect – Computer Use and Information Security Policy (12/15/20). The Town is requiring each Town employee to sign that they have received, read, understood, and agree to comply with the policy when using Town computers and the Internet.
- The Library has issued all employees their own email address to be used for Library business; John has made clear to the staff that this is the email address to use when they are at the library doing Library work.
- The library will continue to purchase and maintain its own computers through vendors of our choice. We do not have to go through the Town's IT department for these.
- Library Board Chairperson, Sue McKernan and I met with the Mayor on Tuesday, March 9th concerning the reopening of the library on March 19th. The Governor has lifted the Covid capacity limits of all public libraries in the State on that date. The Mayor stated that he has information that this date has been changed by the governor; in any case, he feels this is too early to reopen due to Prospect being a "red" zone for Covid with a higher number of cases than

neighboring Cheshire. The Mayor noted that just last week, seven Prospect children had come down with Covid. The Mayor noted that perhaps reopening will be possible in late April. We informed him that we are ready whenever allowed, with policies and procedures – already reviewed by a Chesprocott representative - in place.

- I will be taking a personal day on Wednesday, March 17th, 2021
- The library will be closed on April 2nd for Good Friday.
- From February 10th to March 9th, 2021
 - *537 items were checked out using our curbside service
 - Also, we had 92 renewals of items already checked out.
- Since our last board meeting, we have added four (4) DVDS and 58 Adult Books to our collection.
- John informed the Board of a patron request for the Library to sponsor and pay for (\$500.00) a program entitled “Racial Equity Habit-Building Virtual Discussion.” It was unanimously agreed by the Board that the mission of the Library has always been to present cultural programs and not to present those of a political nature or those that are related to or within a political context.

Assistant Director’s Report

NETWORKING/CONFERENCES/WORKSHOPS/COMMUNITY

Veronica noted that she:

1. Provided service to patrons wanting to utilize Curbside to Go Services
2. Presents a virtual story time every Thursday.
3. Purchased promotional materials for the Library
4. Provided service to families for expanded curbside services
5. Presented a certificate to a child who completed her 1000Books before Kindergarten Challenge- Juliette LaPierre-Age 4

Collection Development/Maintenance

1. Ordered materials for all age levels
2. Ordered new books for all age levels
3. Inventory is complete. Continuing to review inventory reports and check/verify if an item is in fact missing or was missed during the inventory process.

Technology

1. Updated and maintains program information and promotional materials for social media platforms and the Library website.

Upcoming

1. Scheduling Entertainers and presenters for the 2001 Summer Reading Program
2. Developing promotional materials for the Summer Reading Program
3. Planning for April programming

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

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

<u>Library</u>	<u>Baker and Taylor</u>
February 17, 2021	February 17, 2021
February 25, 2021	February 25, 2021
March 5, 2021	March 5, 2021

Motion passed unanimously.

Chairman's Report:

Sue and John spoke with the Mayor regarding potential closings of the Library due to inclement weather. The Mayor indicated that the Library cannot close independently; if the Library closes, all other municipal buildings must also close.

After discussion with the Mayor and John regarding the reopening of the Library, the Mayor has advised that the town is still a red zone and will not be ready to open as of the governor's proposed date of March 19th. The Library will follow the Mayor's recommendation for reopening.

Old Business:

John reported that the Town Council budget workshop relative to the Library budget will be on Tuesday, March 23rd. The Library is first to present. John indicated that he believes it will be via Zoom at approx. 6pm and will keep the Board informed of any changes.

New Business: none

Other:

A motion to adjourn the meeting at 7:05 p.m. was made by Judy Kennelly, seconded by Nancy Via. Motion passed unanimously.

X _____
Susan H. McKernan
Chairperson

X _____
Pamela Monahan
Board Clerk

PROSPECT, CONN
TOWN CLERKS OFFICE
RECEIVED FOR RECORD
2021 MAR 15 PM 2:01
Nancy V. Anderson
TOWN CLERK