

**PROSPECT PUBLIC LIBRARY  
BOARD OF DIRECTORS' MEETING  
UNAPPROVED MINUTES  
2/11/2021**

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, Lorraine Dixon, Lynn Griffin, Judy Kennelly, Carol Martino, Carole Moschella

**Members Absent:** Marj Devaney, Nancy Via

**Others Present:** Director, John Wiehn

**Correspondence:** none

**Next Meeting Date:** March 11, 2021 at 6:00 pm

**Public Participation:** none.

**Approval of Minutes:**

Motion to approve the minutes of the January 14, 2021 with a correction (approval seconded for bill payment) was made by Carole Moschella, seconded by Carol Martino. Motion passed unanimously.

**Treasurer's Report:**

Lorraine Dixon presented the Treasurer's report.

Lynn Griffith made a motion to approve the Treasurer's Report for January 2021. Motion was seconded by Judy Kennelly. Motion passed unanimously.

**Director's Report:**

\*As we noted in our January Director's report, the library staff was offered the chance to get the Covid Vaccine in Mid to Late January. Due to the Federal Government's request to the states that the vaccine in January be limited to ages 75 and older, it resulted in the library staff getting the vaccine to be cancelled. It's hoped that the library staff will be allowed to get the vaccine within the next few months.

\*On the evening of Tuesday, February 9<sup>th</sup>, I participated in a Virtual meeting dealing with Prospect's new Community Wellness Initiative (CWI). Besides myself, town council members and representatives from the Police, Fire, Region 16, Chesprocott and Park & Rec. attended the meeting. It is hoped, thru this new committee, that a "central" calendar on the town's website will be created and each different town agency will add their events to it. This new committee will meet again on February 23<sup>rd</sup> at 7pm. It was suggested by the town council that this committee be a regular occurrence and the 7 town agencies run future meetings. We will update the board as more information comes concerning the CWI.

\*Thru out the past 3 weeks we have reached out to 6 copier companies in regards to pricing for a new color copier with coin box. Results will be discussed later on in the board meeting.

\*As of – February 10<sup>th</sup> -- No update on filling the vacancy on the library board (Ira Kamm).

\*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 February 10<sup>th</sup>.

\*Jim Paulella of Premiere Painting and Services he mentioned he would be starting in the 2<sup>nd</sup> or 3<sup>rd</sup> week of February 2021 the computer room painting project.....

J&T Electric completed converting the lighting to LED in the Cupola area and around the reading room area. Over 20 lights were converted to LED. Also new LED Lighting was put in the entrance foyer. This makes the entrance foyer much brighter and more energy efficient. We hope more LED light conversion can take place at the library over the next year or so.

I will be taking a week of vacation from February 15<sup>th</sup> thru 20<sup>th</sup>, 2021.

Since the last board meeting the Library closed due to snow twice – February 1<sup>st</sup> and 9<sup>th</sup>.

\*From January 13<sup>th</sup> to February 9<sup>th</sup>, 2021

- \*545 items were checked out using our curbside service
- Also we had 83 renewals of items already checked out.

Since our last board meeting – we have added 7 DVDS and 11 Adult Books to our collection.

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

#### Networking/Conferences/Workshops/Community

1. Provided service to patrons wanting to utilize Curbside to Go Services
2. Virtual storytime every Thursday.
3. Promotional materials for library
4. Provided service to families for larger curbside services

#### Collection Development/Maintenance

1. Ordered materials for all age levels
2. Ordered new Books for all age levels
3. Inventory is complete. Now managing database and double checking missing items and cross referencing with items in incorrect location.

#### Technology

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

#### Upcoming

1. Working on Valentine's Crafts

2. March Planning
3. Summer Reading promotional materials and vetting performers
4. Christine's Critters Animal Ambassador Storytime Series begins January 19<sup>th</sup> through February 9<sup>th</sup> @ 10 am through Zoom. This is an interactive program series featuring Baby Owls, Frog and Toad, Python and Eagles.

\*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 – today was last date

\*March planning

\* Summer Reading promotional materials and vetting performers

\*Christine's Critters Animal Ambassador Storytime Series begins January 19<sup>th</sup> through February 9<sup>th</sup> at 10am through ZOOM. This is an interactive program series featuring baby owls, frog and toad, python and eagles.

A motion was made by Lorraine Dixon 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 Lorraine Dixon, 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>
January 29, 2021	January 29, 2021
February 5, 2021	February 5, 2021

Motion passed unanimously.

**Chairperson's Report:**

There is ice forming outside the employee entrance. John will be looking into contracting for warming wires in the roof. In the meantime, we will be looking for mat to cover area.

There are no leaks; library is doing well.

**Old Business:**

The draft budget for 2021-2022 was discussed for a final time. A motion was made by Judy Kennelly, seconded by Lorraine Dixon to approve the \$340,700 budget for fiscal year 2021-2022. Motion passed unanimously.

**New Business:**

Copier. John presented three bids for the purchase of a color copier. It was decided to table the decision until the April or May meeting.

**Other:**

A motion to adjourn the meeting at 6:45 p.m. was made by Lorraine Dixon, seconded by Lynn Griffith. Motion passed unanimously.

X \_\_\_\_\_  
Susan H. McKernan  
Chairperson

X \_\_\_\_\_  
Pamela Monahan  
Board Clerk

PROSPECT, CONN  
TOWN CLERKS OFFICE  
RECEIVED FOR RECORD  
2021 FEB 17 PM 3:22  
*Maryann A. Anderson*  
TOWN CLERK