

## **HARWINTON PUBLIC LIBRARY**

### **Minutes of the Library Board of Directors Meeting**

**Monday, June 7, 2021**

The meeting was called to order at 7:10pm by Art. Members attending were Art, Betsy, Carol, Debbie, Jamie and Naomi. Also in attendance was Library Director Alice Freiler. Absent: Leslie and Patty

**Secretary's Report:** Motion to accept the Secretary's Report by Carol; second by Debbie. All in favor.

**Treasurer's Report:** No report this month as expenses were not available.

**Director's Report:**

- Potential new Board members Will Siss and Jill Maher both declined due to work and time constraints. We will need new prospects for the August meeting.
- The Board has a CD coming up for renewal June 12. Interest rates being as low as they are we will request either a 6-month renewal or the minimum the bank requires. Motion: Debbie; Second: Jamie; All in favor.
- The town has instituted a budget freeze on purchases over \$250, barring contractual obligations, for the remainder of the fiscal year.
- The building is open at 50% capacity. Sign-in sheets and temp checks are out, but masks are still required for those over age 2. The Activity Room is again available for meetings and programs with a limit of 25 people, and requests are coming in. Dave Bousquet and Tom, the custodian, must be notified of bookings so a special cleaning can be done afterwards. The quarantine period for returned books has been eliminated.
- Staff has been gathering estimates for our ARPA grant application and meeting with the First Selectman to ensure there is no duplication of efforts. Under consideration: additional A/V equipment for hybrid meetings and programs, equipment for podcasting, new door counters, mobile shelving for the Children's area plus some small PPE items.
- Prices of shelving have risen since the April 30<sup>th</sup> quote. The Library Store rep is preparing an updated quote but we may be able to replace only 2 units rather than three, as originally planned.
- The Harwinton Hikes grant proposal has been resurrected. We are looking for a new funder.
- Now that returned items are no longer being quarantined, Alice recommended resumption of late fines for DVDs, hotspots and museum passes, beginning July 1<sup>st</sup>. Motion: Art; Second: Carol; All in favor.
- Also beginning July 1<sup>st</sup>, the Library will begin a new policy of automatically renewing those overdue books without holds pending. Patrons will get an email reminder that their books have been renewed.
- The Library has been working with TLC on upgrading to the newest version of our circulation software: LS 5.6. This is a major upgrade. Staff training is ongoing. Installation will take place in last August/early September.
- Hoopla has been discovered and patrons are setting up accounts.
- The Friends had a very successful Plant, Book & Bake Sale on May 15<sup>th</sup> in spite of the challenges presented by Covid regulations. In addition, they have been given the green light to resume

monthly Book sales in the basement. Masks and common sense with regard to the number of shoppers at one time will be required.

- Motion to approve the Director's Report: Art; Second: Debbie; All in favor.

**Committee Reports:** only one

- **Fund Raising** – The annual appeal letter with Art and Leslie's signatures went back to the printer today. The mailing should be ready in two weeks and will cost about the same as two years ago. A draft of the thank you letter should be prepared for the August meeting.

There being no further business, the meeting was adjourned at 8:35pm. Motion: Jamie; Second: Carol; All in favor.

Next meeting: Monday, August 2<sup>nd</sup> at 7:00pm.

Respectfully submitted,

Betsy Booth

RECEIVED FOR RECORD AT HARWINTON CT  
ON 6-14-21 AT 11:00 AM  
ATTEST NANCY E. ELDRIDGE TOWN CLERK