

HARWINTON PUBLIC LIBRARY
Minutes of the Library Board of Directors Meeting
Monday, Sept. 13, 2021

The meeting was called to order at 7:05pm by Art. Members attending were Art, Betsy, Carol, Leslie, Jamie, Patty. Also in attendance was Library Director Alice Freiler and First Selectman, Mike Criss

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

Treasurer's Report: No report

Public Input: Mike Criss joined us to answer some questions regarding our State Library Grant, which would have covered a good portion of the cost. He told us that although it was approved by the Selectmen and there has been a lot of back and forth between Boards this past year, but in the end, the Board of Finance felt that the town funds could instead be put to use for replacing windows and updating the flooring. Being a part of the town complex, these updates take priority. It was felt that the building is not used in crisis situations and although it would protect the library from damage due to freezing, the BOF will not consider it at this time. The grant can not be used for other things, so options for the grant are to apply for a one year extension or not accept the funds.

Mike Criss also stated that the town is getting estimates for the replacement of all windows in the town complex.

The town is also getting estimates for the cost of updating flooring throughout the complex. A good quality laminate is the product that is being priced out, because it's easy to clean.

Concerns were raised about the affect that laminate would have on the noise level in the library. Mike was agreeable to our contacting other libraries about their flooring choices and the

pros/cons of each and said that we would be able to have input at the meeting with the contractors bidding on the work. We will bring our findings to Mike when we have them. Regarding the moving of books in the stacks, Mike assured us that these are professionals who will be efficient in packing books and moving furniture so that we have little down time.

Director's Report:

-There was an excellent turnout for our Summer Reading finale on August 11.

-In order to accommodate Covid related concerns of staff members as well as patrons, Alice is asking staff members to wear masks while working in the children's area, while working in public areas of the library, and while working closely with other staff members or volunteers in staff areas. Masks remain optional for staff when they are working alone in staff areas. Staff are encouraged to take as many mask breaks as needed.

-Library continues to have more requests for meeting space than we can fill. The First Selectman's office denied the request to use the conference room, citing the small size of the room which does not make social distancing possible.

-The grant application to the Thomaston Savings Bank Foundation for a hybrid A/V system in the Activity Room has been funded at \$2,500. The estimate for the full cost of the system, installation, and staff training is \$3,930. Motion to allocate 1,430 from our annual fund, for A/V system installation and training, made by Carol, Second; Betsy. All in favor.

-The addition of a third volunteer helped the Friends' August Book Sale run more smoothly. The Building Inspector and Fire Marshall have both approved the Friends' request to add additional shelving in the basement. The Friends are working on a Welcome packet to be sent to new Harwinton residents.

-Hoopla use is increasing. August's Hoopla use came to \$132. , well below the \$250/month budgeted for our 6-month trial. The majority of borrows are audiobooks. Alice will increase the borrowing limit per patron per month from 5 to 7.

-The Library's server computer is now 5 years old and the service contract that was included when we purchased it will end in November. TLC agreed to extend support for our current server for another year for \$576. Alice will investigate other server options.

This is something we will have to seriously consider in planning next year's budget. If we decide to remain with TLC, the cost of replacing a server every 5 years should be factored into our annual budgets or a specific plan for funding it.

-The 2021 Annual Fund Drive has taken in \$13,500 to date, just slightly over our 2020 total.

-The Library was closed on August 12 and 25 because A/C wasn't working. Windows were opened as much as possible, but it wasn't always enough. The system is overdue for replacement. There are still intermittent problems with the automatic doors, which the custodian has been able to fix.

-Motion to approve Director's Report: Leslie; Second; Patty; all in favor.

Committee Reports:

- Art - Justine Coleman September and October; and Paul Edwards for November and December.
- Budget – No additional report
- Computers – No additional report
- Fundraising – no additional report
- Property and Building – We will contact other libraries to regarding their flooring choices and the pros/cons of those choices. Based on our meeting this evening, concerns about noise were raised, regarding the use of laminate over carpet throughout the library.
- Governance – We have a vacancy on the Board and hope that Paul Edwards will consider joining us.

There being no further business, the meeting was adjourned at 8:05pm. Motion: Art; Second: Leslie; All in favor.

Next Meeting: Monday, October 4, 7:00pm.

Respectfully submitted,

Leslie Flowers

RECEIVED FOR RECORD AT HARWINTON CT
ON 9-15-2001 AT 1:30 PM
ATTEST NANCY E. ELDRIDGE TOWN CLERK