



**Wethersfield Library Board Virtual Meeting (Zoom)
July 28, 2020**

Approved

Members present: Martha Conneely, Amanda Drew, Mary Frazier, Hannah Granfield, George Kelly, Terry Santapaola, Laurie Wrona

Members excused: Peter Denegre, Laila Mandour

Others present:

Brook Berry, Library Director
Amy Morrin Bello, Town Council Liaison

CALL TO ORDER:

Vice Chairman Martha Conneely called the meeting to order at 7:06 p.m.

PUBLIC COMMENT:

None.

ADDITIONS TO THE AGENDA

None.

APPROVAL OF MINUTES

Hannah Granfield moved to approve the minutes of the April 28, 2020 meeting. Terri Santapaola seconded.

Martha Conneely, Hannah Granfield, George Kelly, Terry Santapaola, and Laurie Wrona voted in favor. Amanda Drew and Mary Frazier abstained. The motion passed, 5-0 with two abstentions.

Terry Santapaola moved to approve the minutes of the June 23, 2020 meeting. Mary Frazier seconded.

Martha Conneely, Mary Frazier, George Kelly, Terry Santapaola, and Laurie Wrona voted in favor. Amanda Drew and Hannah Granfield abstained. The motion passed, 5-0 with two abstentions.

NOMINATION AND ELECTION OF OFFICERS

Laurie Wrona moved to approve the following slate of officers: Martha Conneely, Chairman; George Kelly, Vice Chairman; Laila Mandour, Secretary. Hannah Granfield seconded.

All present voted in favor. The motion passed, 7-0.

FRIENDS OF THE LIBRARY REPORT

Brook said it was her understanding that the Friends do not intend to hold a Fall Book Sale.

Martha thanked the Friends for their contribution to the Summer Reading Program.

CHAIRMAN'S REPORT

Martha welcomed Amanda Drew to the Library Board.

The August meeting will be cancelled. The next meeting will be September 22.

With the cancellation of the Corn Fest and other events, Martha asked Board members to think about other possibilities for outreach and to consider joining the Outreach Committee.

On behalf of the Board, Martha thanked Brook and the staff for the tremendous effort they have made and are continuing to make during the public health crisis.

LIBRARY DIRECTOR'S REPORT

Brook updated the Board on the process for reopening the Library. The Health District has advised continued caution as the phased reopening continues. In addition to the Health District, guidance has come from the State Library, the ALA, the Town Manager, the Fire Marshal and other Town staff.

Hold pickups by appointment are continuing. Starting August 3, the Library will offer computer, fax and copier use by appointment, from 10:00 to 2:00, Monday through Saturday. Brook hopes to implement limited browsing hours in late August, including some evening hours. Additional cleaning will be conducted. Library hours will probably be split between 10:00 to 2:00 and 5:00 to 9:00. This will reduce the potential for over-crowding and allow time for cleaning.

Fines will be reinstated once the browsing stage begins. Brook is considering ways to restore or adapt the Food for Fines program to help the Town Social Services Department.

Seating has been limited to what is absolutely necessary. No in person programs or meetings will take place until 2021.

Staff continues to work hard under difficult conditions. Those who have been working at home have begun working more days in the Library. Non-union, part-time staff who had been furloughed are gradually returning. Adapting to the new workplace is a major adjustment for everyone.

Brook discussed proposed revisions to the Behavior and Environmental and to the Internet Access and Use Policies. These revisions are designed to reinforce the requirement to comply with public health standards, including mask-wearing. It is understood that these revisions are interim steps, and that more comprehensive revisions will be considered as part of the Board's upcoming general review of policies.

Motion to Revise Behavior and Environment Policy

Hannah Granfield moved to adopt the proposed revision. Laurie Wrona seconded.

Following discussion, Martha Conneely, Amanda Drew, Hannah Granfield, George Kelly, Terry Santapaola, and Laurie Wrona voted in favor. The motion passed, 6-0.

Motion to Revise Internet Access and Use Policy

Hannah Granfield moved to adopt the proposed revision. Amanda Drew seconded.

Following discussion, Martha Conneely, Amanda Drew, Hannah Granfield, George Kelly, Terry Santapaola, and Laurie Wrona voted in favor. The motion passed, 6-0.

FINANCE COMMITTEE REPORT

Martha reported that the Finance Committee met virtually On July 8. The Board's financial advisor, Andrew Salak, provided an investment update at the meeting.

Brook reviewed the FY 20-21 budget report and discussed the proposed handling of the funds remaining from the FY 19-20 budget. The unexpended balance is \$23,245.

Motion Concerning Unexpended FY 19-20 Library Operating Funds

Laurie Wrona moved to recommend the transfer of up to \$2,878 of unexpended Fiscal Year 2019-2020 Library operating funds to the Library's compensated absences account, and to approve the lapsing of any unexpended funds over that amount to the Town's General Fund balance. Amanda Drew seconded.

Following discussion, Martha Conneely, Amanda Drew, Hannah Granfield, George Kelly, Terry Santapaola, and Laurie Wrona voted in favor. The motion passed, 6-0.

Motion to Authorize Withdrawal from the Sjoman Fund

Martha and Brook explained the process, under Board policy, for the annual withdrawal of money from the Sjoman Fund. As of the June 30, 2020 financial statement the balance in this account exceeded \$316,000.

Terry Santapaola moved to authorize the Library Director to withdraw \$15,000 from the Sjomon Fund account. Hannah Granfield seconded.

Following discussion, Martha Conneely, Amanda Drew, Hannah Granfield, George Kelly, Terry Santapaola, and Laurie Wrona voted in favor. The motion passed, 6-0.

TOWN COUNCIL LIAISON REPORT

Amy Bello reported on the business conducted at recent Council meetings. Due to the current situation agendas have been limited. Several contracts were renewed, and appointments were made to boards and commissions. Town Clerk Dolores Sassano is retiring.

Amy also discussed the establishment and organization of the Town Social Justice Coalition, and the possibilities for the Library's involvement.

ADJOURNMENT

Hannah Granfield moved to adjourn. Laurie Wrona seconded. All present voted in favor. The motion passed, 6-0.

The meeting adjourned at 8:14 p.m.

Respectfully submitted,
George Kelly, Secretary