

Wethersfield Library Board Meeting (held virtually via Zoom)
September 22, 2020 – 7:00 p.m.

Unapproved Minutes

The meeting was called to order at 7:04 p.m.

Members Present: Martha Conneely, Amanda Drew, Laurie Wrona, Mary Frazeur, Hannah Granfield, Theresa Santapaola, George Kelly, Laila Mandour

Members Excused: Peter Denegre

Staff Present: Brook Berry, Director

Town Council Liaison: Amy Morrin Bello

Public Comment: Kerry Coughlin, commented regarding the Library policy during the pandemic. Appreciates pickup hours, however, Ms. Coughlin expressed her frustration that it took so long to have evening and Saturday hours.

Approval of July 28, 2020 Minutes: Hannah moved and motion was seconded by Amanda, minutes approved unanimously.

Friends of the Library Report – Update by Brook Berry – a board member of the Friends held a socially distant book sale in her front yard and raised \$400 for the Friends of the Library.

Town Council Liaison Report: Amy Morrin Bello reported that there were three Town Council meetings since last Library Board meeting. Wethersfield stands against racism resolution was discussed and passed. The Council approved replacement of firehouse roof. Fall paving and Library reopening were discussed.

Chairman's Report: Martha thanked the Physical Services Department for the work they have done with the installation of the plexiglass. Martha acknowledged the member of the public for attending and speaking – while it has been a difficult time for everyone with COVID, Brook and staff have done an excellent job.

- 2021 Meeting Dates – Laila moved to approve, motion was seconded by Laurie, approved. Unanimously;
- Outreach Committee – scheduled for Thursday, October 22, 2020 at 6:00 p.m.
- Governance Committee – scheduled for Wednesday, November 18, 2020 at 6 p.m.

Library Director's Report: Brook reported that we are 29% spent out, spending appears a bit high because the pension was accessed by the Town and reflected in the Town's database (MUNIS) immediately, rather than taken out monthly, also, tech support services has a lot of outlay of monies in the beginning of the fiscal year for the shared catalog, databases, other electronic resources, etc. to which the Library subscribes. At the last meeting the \$15,000 from Sjoman that was approved to be withdrawn were withdrawn and deposited to the Library's account with the Town at the end of August.

Brook will be working on a handful of statistical figures for the Town audit's, which is a wrap up of the previous fiscal year.

The Library's phased reopening continues. On Monday August 3rd the Library started offering holds pick up by appointment, computer use by appointment, as well as fax use, and copier use. Saturday service began on August 8th. The Library was without power for two days after the last storm but served as a charging station for the Town on this first Saturday. Beginning Tuesday September 8th the Library offered browsing with severely restricted attendance. On Monday September 14th the Library increased the number of public hours by offering evening hours on Mondays and Tuesdays. The hours will be 5 pm - 9 pm. A mid-day cleaning will occur between 2 pm – 5 pm.

The vast majority of the plexiglass has been installed.

In October, study rooms and carrels will be available for patrons.
No meetings or programs will be allowed until 2021.

Again, the Central Connecticut Health District has advised for a slow reopening of the Library. The ultimate goal has been the safety of staff and patrons.

Summer reading has wrapped up.

Some other programming hosted virtually such as a calligraphy program. Teen librarian has held virtual programming for teens. In the fall a program for children will allow them to virtually learn about different countries and culture. Online there is a tribute to women's suffrage by Library staff member Stephanie Gruessner. The Library has an upcoming opportunity to help provide much needed space on Election Day to the Wethersfield Elections office, possibly for counting absentee ballots. Brook thanked the Men's Garden Club for cleaning up the Rose Garden.

In the spirit of one of our strategic initiatives - Visit a Comfortable Place - physically we had a door bell installed by the book drop; we also had our back door painted green as well as a pole out there and it matches the Town Hall's Chamber exterior doors.

The Library is starting to work on the Capital Improvement Project for the RFID equipment – to upgrade to Windows 10.

The Library's staff is also working with Novus to updating other equipment to Windows 10.

The Library also just purchased a new UPS (universal power supply).

Executive Session: Topic - Personnel – Update of Review Form. Hannah moved to enter into executive session with Laurie as a second, motion approved unanimously.

Meeting adjourned at 8:11 PM