

**TOWN OF WETHERSFIELD
MEETING MINUTES**

Unapproved

**Wethersfield Library Board
December 1, 2020 – 7pm – Virtual**

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

Members excused:

Peter Denegre

Others: Brook Berry, Library Director
Amy Bello, Town Council Liaison

CALL TO ORDER:

Chairman Martha Connelly called the meeting to order. It was 7:03p.m.

PUBLIC COMMENT:

None.

ADDITIONS/CHANGES TO THE AGENDA

None.

APPROVAL OF THE MINUTES

Amanda Drew moved to approve the minutes of the October 27, 2020 meeting as amended. Laurie Wrona seconded.

In a roll call vote, Martha Connelly, Amanda Drew, Mary Frazeur, Hannah Granfield, George Kelly, Laurie Wrona, Terry Santapaola voted in favor. The motion passed, 7-0.

NOMINATION AND ELECTION OF OFFICER – SECRETARY

George Kelly nominated Hannah Granfield for the position of Secretary. Laurie Wrona seconded. In a roll call vote, Martha Connelly, Amanda Drew, Mary Frazeur, Hannah Granfield, George Kelly, Laurie Wrona, Terry Santapaola voted in favor. The motion passed, 7-0.

FRIENDS OF THE LIBRARY:

None.

COUNCIL LIAISON UPDATE

Amy Bello provided the latest from Town Council, including that the Central CT Health District received a proclamation, and also provided an update regarding the town's response to Covid and how it is impacting the town. There was a report from Peter Gillespie. Town Council also accepted Laila Mandour's resignation from the Library Board and there was an appointment to the P&Z Board, and Amy mentioned other business such as the rock salt bid. This is Amy

Bello's last meeting as Council Liaison to the Library Board. We wish her well as Wethersfield State Representative and thank her for all her years of service and advocacy.

LIBRARY BOARD CHAIRMAN

Best wishes to Amy Bello as she leaves Wethersfield Town Council and being the Library Board liaison to become State Representative.

The Library Board received a nice note from Polly Moon, former Library Board chair, her husband Dan Silver recently passed away (Library Board sent condolences) and was also a library advocate.

Thank you to Lalia Mandour for her years of service. She provided a nice thank you to the Library Board.

DIRECTOR'S REPORT

Brook complimented Dan Silver as a very strong advocate for intellectual freedom.

Brook thanked Amy Bello for being a strong advocate and looked forward to what she might be able to do at the State level.

Brook provided an update in the ongoing Library Covid opening phase. She met with Charles Brown, Director of Central CT Health District to ensure that we were doing everything we could do and continue to remain open and provide services to the public. So far we are looking good. Charlie stressed keeping the numbers inside the building down. Currently open over 30 hours per week, would like to expand but not at this time. Reported on what some other local libraries are doing as well.

Currently recruiting for the open position of Public Services Manager (Head of Children's Dept).

Review of various Financial Statements, on track with spending. The Library Board finance committee will meet in January and try to include FIA. Getting ready for the Budget process to begin.

D & O Insurance renewal

Some selected statistics from the past fiscal year (for the State Library Report) FY 19-20:

- The Library was open 39 weeks during the past fiscal year. Closed to the public for 13 weeks.
- 107,702 visitors
- 30,578 public internet sessions (20,963 internet + 9,615 wifi)
- 28,980 reference questions/transactions
- 200 children's programs (in person)
- 50 virtual children's programs "viewed" 6,471 times (from March-June)
- Circulation is over 260,000

Review of upcoming budget season.

- Brook met briefly with Town Manager to discuss Capital Improvement Projects. She doesn't anticipate putting in an ask for anything specific.
- An important priority for the Library is VOIP. Her understanding is that this project is currently underway.
- Revenue projection.
- Budget narrative.

The Library Finance Committee will need to meet in January likely with FIA and as well as to discuss the upcoming budget, then meet again in February.

The Library Board will vote for the preliminary approval of the FY 21-22 budget. Hoping to set up a meeting with Michael Rell in January.

Review of Programming

Children's programming hosted several successful programs – 70 children participated in adventures around the world. The winter reading program will start in January.

Reviewed Teen programming

Adult programming

Tonight there is a Sweet Potato Gnocchi program. Collaborating with the Berlin Library, 60 adults are registered for the upcoming Cut the Cord program. And the final session of the job series program is upcoming as well. It has been hosted in collaboration with Rocky Hill and Berlin Library's.

The Wethersfield Library was used for Wethersfield 2020 Election Absentee Ballot counting. Thank you to the Physical Services, Town Hall staff, and Election Departments on this partnership.

Brook met with Novus (IT consultant) to look ahead into the next year.

- Looking at cyber awareness training.
- Upgrade self-checks with Windows 10.
- The Library continues the Windows 10 upgrade as well as looking into converting over to Gmail.
- Decommission old out dated equipment.
- Looking to further enhance the current Wi-Fi for the building and the parking lot area, but not part of CEN's Everyone Learns project. We know that many residents are using it as work/school has become virtual.

A motion for the approval to ask the Friends of the Wethersfield Library for \$1000 to help support the Take & Make Kits and Grab & Go Bags for all ages.

George Kelly motion to approve the ask to the Friends of the Library. Hannah Granfield seconded. In a roll call vote, Martha Conneely, Amanda Drew, Mary Frazier, Hannah Granfield, George Kelly, Laurie Wrona, Terry Santapaola voted in favor.

The motion passed, 7-0.

COMMITTEE REPORTS

OUTREACH COMMITTEE

The outreach committee was invited in November for Wethersfield Life regarding the reopening of the Library. The article should appear in the January edition.

Hannah also reached out to the Rare Reminder.

In addition to the Wethersfield Life interview, the committee is working with the Library staff to set up celebrity readers. These town residents will read their favorite books aloud or share why this book is their favorite. Library staff are working on a platform for this.

Staff are also out and about attending different commissions or groups around town including Social Justice Coalition, Youth Advisory Board, and the Veteran's Commission.

Looking to schedule another Outreach Committee Meeting in the next couple of weeks. Next meeting is December 8, 2020.

GOVERNANCE COMMITTEE

George Kelly is chairing this committee. Created a strategy to approach updating/ reviewing each of the Library's policies. Next meeting is December 16, 2020.

EXECUTIVE SESSION

Terry Santapaola motioned to enter Executive Session at 8:04pm. Laurie Wrona seconded. In a roll call vote, Martha Conneely, Amanda Drew, Mary Frazier, Laurie Wrona, George Kelly, Laurie Wrona, Hannah Granfield, Terry Santapaola voted in favor. The motion passed, 7-0.

Left Executive Session at 8:23pm

George Kelly motioned to increase the Directors salary 2% retroactive to July 1, 2020. Amanda Drew seconded. In a roll call vote, Martha Conneely, Amanda Drew, Mary Frazier, Hannah Granfield, George Kelly, Laurie Wrona, Terry Santapaola voted in favor. The motion passed, 7-0.

ADJOURNMENT

Hannah Granfield motioned to adjourn. Mary Frazier seconded. In a roll call vote, Martha Conneely, Amanda Drew, Mary Frazier, Hannah Granfield, George Kelly, Laurie Wrona, Terry Santapaola voted in favor. The motion passed, 7-0.

The meeting adjourned at 8:28 p.m.

Respectfully submitted,
Hannah Granfield