



**Wethersfield Library Board
Approved Minutes
May 25, 2021 – 7:00pm**

Members present: Hannah Granfield, Laurie Wrona, George Kelly, Amanda Drew, Mary Frazier, Terry Santapaola, Michelle DiPaola arrived later

Members excused:

Peter Denegre, Martha Connelly

Others: Brook Berry, Library Director

CALL TO ORDER:

George Kelly called the meeting to order at 7:00p.m.

PUBLIC COMMENT:

None.

ADDITIONS TO THE AGENDA

None.

APPROVAL OF THE MINUTES

Laurie Wrona moved to approve the minutes of the April 27, 2021 meeting. Amanda Drew seconded.

In a roll, call vote, Hannah Granfield, Laurie Wrona, George Kelly, Amanda Drew. The motion passed 4-0. Mary Frazier and Terry Santapaola both abstained from vote.

Michelle DiPaola not present for vote.

TOWN COUNCIL LIAISON

Town Council Rep Kevin Hill was not at the meeting.

LIBRARY BOARD CHAIRMAN

Friends of the library approved the ask for summer reading – thank you so much. We really appreciate the contribution.

As a reminder the next Library Board meeting is 4th Tuesday of June - June 22, 2021. Tentatively set the next Governance Cmte Meeting for Wed June 16th.

Michelle DiPaola arrived during Library Board Chairman report.

DIRECTOR'S REPORT

Reopening of the library – Charles Brown from CCHD came through the Library to advise if anything else needs to be done to further reopen safely. Advice is to stay slow and steady. The water

Fountain can be open! Looking to expand hours; After Memorial Day weekend going back to regular hours; except for Sundays (resuming that after Labor Day)

Looking to reopen the Friends of the Library Book Nook in July.

This is a source of revenue for the Friends of the Wethersfield Library. Not sure yet, about indoor book sale in the fall and Charles Brown wasn't ready to commit at this time. Outdoor is ideal, however, there are anticipated issues with manpower, as well as logistics with fully loaded book trucks getting them outside.

Union negotiations are ongoing.

Recent library programming includes – weekly preschool programming that is on Facebook and a planned activity goes through May. A great author talk with Jon Christian and backyard composting for adults.

Library staff are doing virtual class visits for elementary schools to promote summer reading. There are no field trips for the town schools, virtual visits is the option. Tails and Tales is the summer reading theme. Summer reading starts June 14th. Every library board member is expected to participate in the summer reading program.

Current review of budget 20/21 – getting close to closing the year out strong. The Library Operating Budget is 82% spent as of 5/20/21. With bills waiting to be signed, or processed, etc. probably closer to 84% spent as of 5/25/21. Expecting to have money left at the year-end. This was expected due primarily to staff vacancies. Year-end transfers might need to be held as a special meeting of the Library Board this summer. Unexpended FY 20-21 operating funds could go to compensated absences, Library Reserve Account, or revert back to the general fund.

America Rescue Plan; library is expected to receive approximately \$20,000. Our plan is to ask for a variety of things. Still fact finding on this. Plexiglas might be purchased to be put in the teen area for computers. Water fountain with bubblers (1 or 2) might be purchased, as well as possibly a year supply of air filters. We do not plan to do any enhanced cleaning after the end of the fiscal year; after speaking with Central CT health District (CCHD). Continuing to communicate with CT State Library to see what else is eligible. Checking to see if we can provide a workforce development program or a projection system for our program room, etc? Local library directors have spoken about their different idea. Trying to be as creative as possible on this opportunity. In June, will look to the Library Board to get a seal of approval/review on the anticipated purchases.

Town is starting to begin discussions on in-person meetings. Would need to likely continue social distancing at meetings. Possibly in Town Hall Chambers or in the Ball Room or Fireside Room at the Community Center. Soonest would be at the September meeting for Library Board; but Library Board will decide. Many factors to consider: what does the latest exec orders require, try to be similar to other boards or commissions, inclement weather, inability of Friends attending in virtual environment, enhanced transparency in a virtual environment, etc.

COMMITTEE REPORTS

FINANCE COMMITTEE

None.

OUTREACH COMMITTEE

None.

GOVERNANCE COMMITTEE

Review of proposed new Collection Development and Maintenance Policy

Approval of the discontinuation of the Materials Selection Policy and the Deselection of Materials Policy

Laurie Wrona motioned and Michelle DiPaola second.

In a roll call vote, Hannah Granfield, Laurie Wrona, George Kelly, Amanda Drew, Mary Frazier, Terry Santapaola, and Michelle DiPaola voted. The motion passed 7-0.

Approval of the new Collection Development and Maintenance Policy

Amanda Drew motioned and Michelle DiPaola second.

In a roll call vote, Hannah Granfield, Laurie Wrona, George Kelly, Amanda Drew, Mary Frazier, Terry Santapaola, and Michelle DiPaola voted. The motion passed 7-0.

Discussion of the current Tutoring Policy.

Approval of the revised Tutoring Policy

Amanda Drew motioned and Laurie Wrona second.

In a roll call vote, Hannah Granfield, Laurie Wrona, George Kelly, Amanda Drew, Mary Frazier, Terry Santapaola, and Michelle DiPaola voted. The motion passed 7-0.

Discussion of current Proctoring Policy and some practices.

Approval of the revised Proctoring Policy

Amanda Drew motioned and Hannah Granfield second.

In a roll call vote, Hannah Granfield, Laurie Wrona, George Kelly, Amanda Drew, Mary Frazier, Terry Santapaola, and Michelle DiPaola voted. The motion passed 7-0.

Reminder - June 16, 2021 is proposed tentative date of next meeting for the Governance Committee.

ADJOURNMENT

Mary Frazier motioned and Terry Santaola second to adjourn meeting

In a roll call vote, Hannah Granfield, Laurie Wrona, George Kelly, Amanda Drew, Mary Frazier, Terry Santapaola, and Michelle DiPaola voted. The motion passed 7-0.

The meeting adjourned at 7:51 p.m.

Respectfully submitted,
Hannah Granfield