

**DRAFT MINUTES/UNAPPROVED**  
North Haven Memorial Library Board Meeting  
Thursday, March 18, 2021

**Present:** Ralph Black (joined the meeting at 7:17 p.m.), Ruth Bryant, Shauna DeStefano, Laura DeVaux, Michael Fletcher, Susan Griffiths, Mary Anne Hardy, Kathleen Sheehan Imholt, Erin MacDonnell

**Absent:** Paul Colella, Jeanne Saldanha

1. The meeting was called to order by Michael Fletcher at 7:07 p.m.
2. Michael Fletcher requested that the revised minutes of the January 21, 2021 meeting be accepted. A motion was made by Laura DeVaux and seconded by Ruth Bryant to accept the January 21, 2021 meeting minutes. All were in favor.
3. Old Business:
4. New Business:
  - a. Director's Report
  - b. North Haven Poet Laureate
  - c. Policy Update

**Library Access:**

- Still closed to the public. Grab & Go service continues.
- The library will be opening for walk-in browsing and computer-use by appointment beginning on April 5th.
  - Browsing visits will be limited to 30 minutes or less.
  - No studying or long-term visits will be allowed at this time.
  - Computer use will be 45 minutes, by appointment only.
- Beginning on Monday, April 5th, library will be expanding hours:
  - Monday and Thursday 10:00 a.m. - 8:00 p.m.
  - Tuesday, Wednesday, and Friday 10:00 a.m. - 5:00 p.m.
  - The library will remain closed daily from 12:00 p.m.- 2:00 p.m. for cleaning.

**LION:**

- No new changes in past 2 months.

### **Building:**

- The grant paperwork was approved by the state and the boilers are being ordered.
  - Had a site meeting with F&F Mechanical and Lynn Sadosky (Director of Public Works)
- Generator repair parts on order. No updates.

### **CEN- Fiber Grant**

- Grant with the Connecticut State Library & CEN for fiber replacement and direct connection the CEN was submitted in March.

### **Programs:**

- Non-book group program attendance is picking up.
  - Think it is a result of the music program by Art Bellucci.
  - It was a huge success with 93 attending.
- Book groups attendance is down.
  - Think there is Zoom fatigue and not all previous members have computer access.
  - Holding off on book groups at this time.
- Take & Create crafts for adults and children a big hit.
- Children's and Adult's Winter Reading programs were a success.

### **Staff**

#### **Part-time Staff Budget:**

- The part-time budget for FY 2021-22 will likely be \$148,600. An increase to \$163,500 was requested at the budget hearing, but it is not anticipated the increase will be approved.
  - To balance the part-time budget line:
    - The library will not fill the last open part-time position that has been unfilled since the COVID-19 layoffs.
    - Existing part-time staff will work 18 hours per week instead of 19 hours per week.
    - Library will close at 8:00 p.m. on late nights going forward (formerly 9:00 p.m.).
    - Night programs will start at 6:30 p.m. instead of 7:00 p.m.

#### **Full-time Staff:**

- On January 25<sup>th</sup>, 2021, Pasquale J. Festa started as Circulation Librarian.
- On March 15<sup>th</sup>, 2021, Samantha Richardson started as Technical Services Librarian.
- When our current Library Technical Assistant retires in the fall, the replacement hiring will be for a teen librarian.

### **Other:**

- Many local area libraries, including more than ½ the LION libraries, are now fine-free. Susan Griffiths discussed the pro's and con's of North Haven Library becoming fine-free with the Ed Swinkoski, Town Finance Director.
- North Haven Library is temporarily fine free due to quarantining; however, museum passes still have fines.
  - Laura DeVaux asked if the library lost more materials with having fines.
  - Ralph black suggested looking at pro's and con's of other libraries that have gone fine free.
  - Mary Anne Hardy suggested a donation jar if going fine free.

### **Policies:**

- Code of Conduct Policy approved by town attorney.
  - Updated on website.
  - Posted in building on each floor.
- Public Computer and Internet still at Town attorney for review.

### **Poet Laureate:**

- There was a subcommittee meeting on 2/25/21 and the committee came up with the basic program layout to be reviewed at this meeting.
  - Brittany Pearson, North Haven Library's Reference Librarian, will serve as the library representative.
  - Review of program outline completed.
  - Poet Laureate program next steps will be managed via email and subcommittee meetings scheduled as needed.

The next Library Board meeting will be held May 20, 2021, at 7:00 p.m. A motion was made by Erin MacDonnell and seconded by Ralph Black. The meeting was adjourned at 8:58 p.m.