

DRAFT MINUTES/UNAPPROVED
North Haven Memorial Library Board Meeting

Thursday, November 19, 2020

Minutes

Attendance:

Present: Ralph Black, Ruth Bryant, Shauna DeStefano, Michael Fletcher, Susan Griffiths, Mary Anne Hardy, Kathleen Sheehan Imholt, Erin MacDonnell, Sandi Lion, Secretary

Absent: Paul Colella, Jeanne Saldanha, Laura DeVaux

1. The meeting was called to order by Michael Fletcher at 7:06 p.m.
2. Michael Fletcher requested that the minutes of the September 17, 2020 meeting be accepted. A motion was made by Kathleen Sheehan Imholt and seconded by Ruth Bryant to accept the September 17, 2020 meeting minutes. All were in favor.
3. Old Business:
4. New Business:
 - a. Director's Report
 - b. Policy Update

Library Access:

- On Friday, November 6th we received notice that the schools were closing for the next week. I confirmed with the First Selectman that we would also close. As long as North Haven remains in the red and the schools are full-distance learning, the library will remain closed. We will continue to offer grab and go hold picks and allow returns in our Community Room and the book drops will be open only on the weekends.
- If schools remain at full distance-learning as a preventative measure only and cases drop in our community to the orange level or below, the library will reopen for browsing and computer use by appointment only. We will not allow walk-ins unless there are appointments available. We will limit the number of appointments to five per floor, 30 minutes or less.
- When schools resume in-person learning and cases in the community are at orange status or below, we will open allowing walk-ins for browsing (no appointment necessary to browse). Computer use will remain by appointment only for the foreseeable future.

- Added after talking to the First Selectman on 11/13 - A scenario that was discussed but Susan Griffiths wanted to add to the plan was if the schools go back to in-person learning and we are still in the red as a community. If that is the case, staying closed to the public will likely be best. But so much changes quickly with COVID-19 that Susan Griffiths would like to examine this scenario only if it comes to fruition.

Staffing

- Offered the Technical Services job to a candidate out of state. He accepted and asked to start in mid-late December, which we agreed to. Heard recently that he is having health issues. Susan Griffiths was not sure if he will be able to accept the job. Likely have to repost.
- Conducted interviews for Circulation Librarian. Weren't satisfied with candidates in last round, so the job was reposted. Will be setting up 1st interviews soon.
- At this point, the part-time staff will continue to work. If the schools move a long-term distance-learning plan, we may reconsider, but all the staff is needed at this point.

Program

- Continuing Zoom programming. Attendance is increasing.
- Antiracism program moving along. Received questions from the community and will be recording 12/2. We will make video available week of 12/7.
- Applied for a grant with the National Library of Medicine regarding stress and anxiety related to COVID-19. We were awarded the grant.
 - Will be a 5-part speaker series covering all age groups. Programs are mostly December with happiness in January.
 - Will be getting a smart board. NLM will do a "train the trainer" series and teach our local community partners about good reliable health resources. They will then use the smart board and be filmed showing how to access the info.
 - Program recordings and resource training videos will be housed on the library's website and aired on NHTV.

Senior Center

- Started homebound deliveries and they are working out well.

Building

- The boilers officially both died on 10/21/20. We now have a temporary boiler which will remain in place until the boilers are replaced.
- We received approval for the STEAP grant, so our boiler replacement will be funded! Lots of paperwork with the state, so it will be a slow process but we have heat.
- Had a bad leak from downspout outside the front door. Leaked into the Community room through the foundation. Public Works dug a trench to reroute the water. Had gutters cleaned and repaired.

- Lost power on 10/30/20. Several hours later, the newly replaced BMS went down. It has happened one time since, so SNE is trying to figure out why. No reason at this time.

Internet Access

- The library gets its internet through the Connecticut Education Network (CEN). Our access is currently routed from the high school to the Town Annex to the library. The fiber is 20 years old and is aging out.
- Susan Griffiths started the process of registering the library so we can apply for a grant to replace the fiber and get a direct line from CEN to the library (the preferred method).
- The library can get a 50% usage discount if we comply with CIPA (the Child Internet Protection Act). To comply, the library must:
 - Filter content on the library's public computers. The library gets to choose what content to filter as long as we filter for child pornography.
 - The library needs to have a public computer/internet policy.
 - We must have a public hearing to let the public know we have an internet safety policy (this meeting qualifies).

Budget

- Working on FY 21-22 budget now. Due 12/9/20.
- Don't plan to ask for many increases. Will ask for custodial, inflation increase in materials budget, cost to fund increase for the new internet connection.
- Adding chiller replacement in 5-year capital plan for FY 22-23. Cost is \$115,000.
- Saturday, January 16th, 8:30 am to defend budget.

Proposed Board Meeting dates for 2021. Meetings will be on Thursdays at 7:00 pm:

- January 21, 2021
- March 18, 2021
- May 20, 2021
- September 16, 2021
- November 18, 2021

Policies

- Code of Conduct Policy - Sent the attorney the policy for final review on 9/21/20. Have not heard back. Emailed to get a status update asking for review and finalization.
- Internet and Public Computer Policy - (To comply with CIPA)

A motion was made by Erin MacDonnell and seconded by Ralph Black to approve revisions made to the Internet and Public Computer Policy. All were in favor.

5. The next scheduled meeting will be held January 21, 2021, at 7:00 p.m. A motion was made by Kathleen Imholt Sheehan to adjourn and seconded by Erin MacDonnell. The meeting was adjourned at 8:23 p.m.