

Monday, May 17, 2021

PUTNAM PUBLIC LIBRARY

Board of Trustees Meeting

May 17, 2021

Minutes

Present: Priscilla Colwell, Anne Lamondy, John Dignam, Louise Brodeur, Bev Shaw, Lesley Neal, Sue Nash, Don Nelson, Cathy Taylor

Absent: Peggy McHugh

AGENDA:

The May 17, 2021 meeting was called to order at 7:01 pm by Anne Lamondy, Chair.

There were no Communications, Public Participation or Member Comments.

Approval of minutes: A motion was made by Cathy Taylor with a second from Don Nelson to accept the April 26, 2021 minutes as presented. Motion carried.

Financial report:

As we near the end of fiscal year, it was noted that all purchases must be complete by June 11th. Notes on the finance report:

- Technical services and cleaning services have a lot remaining in the budget.
- Repairs and Maintenance: the fans aren't working on Children's side so a repair is in the works.
- Office supplies has excess funds. \$3,000 will be used to purchase book trucks.
- In General supplies there is extra because of the grant.
- Electricity was 0 this month due to solar credits.
- Fuel – tank has been filled to the tune of \$1338.
- Books: \$4000 Overdrive Advantage and \$2000 from non-print to Audiobooks.
- Purchased a printer for Teale.

A motion to pay the bills was offered by John Dignam with a second from Louise Brodeur. Motion carried.

Building Committee

- Priscilla and staff had walk-through as an 'orientation' to the new space. She reported that most walls are painted. Several panes in Library section still to be installed. The 'Wave' ceiling has been started.

- Steel Stairway is in place but wood is to be added. Kitchen in community room as been roughed out. Track for the room divider has been installed. Glass door tracks have also been installed. Much done...much left to do. Still on track for August 19th opening. CR Premier Real Estate Company of Woodstock has been signed to list buildings for Marketing and selling.

- A Library Moving company is still being sought.

- Friends will be having another Book Sale on June 16th -- outdoors.

Old business

- Covid-19 Update

- o Mandates have changed (CDC). Waiting for Town Hall to make some decision on masks etc.

- o Staff is fully vaccinated (except one who is almost there)

- o Priscilla is considering extending time to 1 hour beginning on Wednesday.

- Would like to continue masking, however. A motion to continue to encourage mask wearing in the library was made by Lesley Neal with a second from John Dignam. Motion carried.

- The 2021-2022 Budget 21-22 is up for a referendum vote to be held on Saturday, May 22nd noon-8 pm

- Preparations for moving:

- o Killingly Historical Society has picked up most of the books they wanted. Priscilla will deliver remaining ones. Continuing to weed books and Discover Books will help with the removal of the remaining unwanted ones.

New business

Director's Reports

- Finding Dorothy, the Quiet Corner Reads book will hold a book discussion on May 26th in the park

- Summer reading program begins on June 7 and the Summer Lunch Program begins June 10. Patrons have permission to socially distance on blankets. Hopefully this will encourage them to stay and participate in the Sunny Days Story Time, Yoga and Nutrition programs when they are offered.

- The furniture will be delivered in July and August.

- A discussion of the use of the Markis Fund for soft costs (furniture, moving company, shelving etc.) ensued. Would like more firm numbers before deciding.

- \$3000 ARPA grant has been received. 10% can be used for Library costs. Priscilla will select an area which fits both the requirements and the Library's needs.

- Louise ask if the Board might have a Walk-thru ...perhaps in July? Priscilla will find out.

Adjournment: A motion was made by Bev Shaw to adjourn the meeting with a second from Don. Meeting adjourned at 7:49 pm. Next meeting is June 28th.

Respectfully Submitted,

Beverly M. Shaw

Secretary to the Board of Trustees

Putnam Public Library