

PUTNAM PUBLIC LIBRARY

Board of Trustees Meeting

Minutes

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

Absent: John Dignam

AGENDA:

The October 23, 2021 meeting was called to order at 7:04 p.m. by Anne Lamondy, chair.

There was no public participation or communications

Member Comments: Louise commented that last Saturday's grand opening event was lovely and Priscilla did a wonderful job with her speech. The recognition for the library was substantial and well deserved.

Approval of minutes: A motion was made by Peggy McHugh with a second from Cathy Taylor to approve the September 27th, 2021 minutes as presented. Motion carried.

Financial report:

- Treasurer, Louise Brodeur pronounced there was nothing remarkable to date.

Priscilla remarked:

- Under Data Processing/Bibliomation this has been paid through the fiscal year.
- She has added CEN Fiber at \$132/month (no long ABB for internet).
- Electricity/Water Sewer: still paying for the old building until the closing.
- Solar credits have been transferred to this building. May have to augment electric depending on costs.
- Increased spending on office supplies because of new building costs, i.e. toners, cartridges etc.

Elaine Sistare, Town Administrator, came in to speak to the Board re: budget planning 2023.

- Budget – The library includes salaries, books, (no programming in the budget – use outside resources) and Technical services (copier) etc.
- Questions about shared costs and explanation. Other departments also share in the expenses. Water sewer, maintenance, utilities are all shared expenses. Have to be flexible because of the newness of the situation. Don Nelson expressed that it should not be shared costs but unified. It's all tax dollars.

- Elaine suggested that we must discuss what items we want to include in the new budget

Old business

- Covid-19 Update: continuing policy of those vaccinated no mask necessary, unvaccinated, must mask etc.
- Meeting Dates and Library Holiday closings

Board Meeting Dates

January 24, 2022	July 25, 2022
February 28, 2022	August 22, 2022
March 28, 2022	September 26, 2022
April 25, 2022	October 24, 2022
May 23, 2022	November 28, 2022
June 27, 2022	December 19, 2022

Holiday Closing Dates

New Year's Eve	Friday, 12.31.21	Early closing @ 3 pm
New Year's Day	Saturday 1.1.22	
MLK Day	Monday, 1.17.22	
President's Day	Monday 2.21.22	
Good Friday	Friday 4.15.22	
Memorial Day	Monday 5.30.22	
Independence Day	Monday 7.4.22	
Labor Day	Monday 9.5.22	
Columbus Day	Monday 10.10.22	
Veterans Day	Friday 11.11.22	
Thanksgiving Day	Thursday 11.24.22	
Christmas	Saturday, Sunday, Monday	12.24.22, 12.25.22, 12.26.22
New Year's	Saturday, Sunday, Monday	12.31.22, 1.1.23, 1.2.23

Bev Shaw made a motion to accept the schedule of meeting dates and closing dates. Peggy McHugh made a second. Motion carried.

New business

- Library Use Policy & Community Room Policy revisions
- Use Policy revisions:
 - Under conduct: change to Municipal Complex or grounds. No smoking on campus.
 - Remove the word non-alcoholic (redundant)
 - Change library to municipal building in all sentences
 - Change date adopted

Motion to adopt with the Library Use Policy with changes was made by Peggy McHugh with a second from Louise Brodeur. Motion carried.

- Community room change to Program and Study room in all paragraphs
 - Room use: food is not allowed. Everything else the same
 - Capacity of this room: program room #157 is 16 people, Room #153 – 23 persons; Study rooms – 4 persons
 - Change date of adopted.

Motion to accept the Community Room Policy with revisions was made by Louise Brodeur with a second from Bev Shaw. Motion carried.

Director's Reports

- First book discussion was a full house!
- Started pre-school story time with 10 children – masked. Another session will begin soon on Fridays.
- Study rooms and carrels are being used every day by a variety of small groups and individuals.
- Book discussion Oct 27, acrylic program October 30.
- Brad Davis suggested a local author series. First one is Ham Martin on November 13.
- Book discussion planned following the senior luncheon
- Sign has been refurbished and re-installed. \$ was saved and it looks great.
- Waiting for children's circulation desk, end panels and canopies. Hopefully November
- Taylor Copeland has been hired as Teen Librarian
- WINY visit with Tina & Priscilla went well
- Memorial monies are coming in in memory of Carol Belliveau a longtime patron.
- New website hosting company for town beginning Nov. 9. Easier software
- New photo of the Board for website at the November meeting
- Still a possibility of having our historical newspapers digitized. Hopefully soon.
- Fax machine finally working. Needed adaptor and old number ported from the old library.
- STEAM Kits to go: would like to use Connecticut monies. Would circulate like a book in the children's section.

Adjournment: A motion to adjourn was made by Peggy McHugh. Meeting was adjourned at 8:32 pm.

Respectfully Submitted,

Beverly M. Shaw

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Secretary to the Board of Trustees
Putnam Public Library