

PUTNAM PUBLIC LIBRARY

Board of Trustees Meeting
September 27, 2021
Minutes

Present: Priscilla Colwell, Anne Lamondy, Sue Nash, Don Nelson, Cathy Taylor, John Dignam, Louise Brodeur, Peggy McHugh

Absent: Bev Shaw, Lesley Neal

AGENDA:

The September 27, 2021 meeting was called to order at 7:00 p.m. by Anne Lamondy, Chair.

There was no public participation

Minutes: The August 23, 2021 minutes were approved unanimously by the board

Financial Report:

- It was necessary to purchase book ends to stabilize books and publications. Total cost was \$1,534.70 for 400 bookends. Connecticut money was used for this purchase.
- There was a discussion on the financial responsibility that the library holds within the shared costs of municipal building. The board would like to better understand the percentage of costs (utilities, cleaning costs, etc.) and is looking for input regarding how this is determined.
- Preventative maintenance costs for the HVAC was paid in advance but a refund was given because they did not service the old library before the move. A refund check for \$558 was received.

Communications:

- While no written communication occurred, the patrons who have come into the library are extremely excited and happy to know that we are open and welcoming everyone to our new facility. Overall, great response to opening.

Building Committee:

- A Grand Reopening is scheduled for October 23, from 10-12am to be held on the front lawn. We are hoping that there will be recognition for long term board members (all boards involved) whose dedication to this town library helped in the success of the project.

Director's Report:

- Wooden panels at the end of the bookcases will be completed soon and will provide a nice finish to the industrial style bookshelves.

- Patrons are beginning to utilize the library as expected. Teens coming to use the study rooms and the use of the program rooms is a welcomed sight.
- Lighting in the children's section of the library needs attention. It is dark in some specific areas and Priscilla is in contact with the architect regarding this issue.
- The new Book Drop was installed and is on the side of the building for a convenient book drop off.
- We will continue the policy allowing covered drink containers only – no food allowed.
- There was discussion on the mural as some of the frog was cut off due to the millwork. No decisions yet.
- Covid Update: Continue as it has been. Vaccinated patrons may choose to wear or not wear a mask.

Adjournment: A motion to adjourn was made by Peggy McHugh with a second by Louise Brodeur. The time adjourned was 7:50pm.

Respectfully Submitted

Peggy McHugh

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