

# PUTNAM PUBLIC LIBRARY

## Board of Trustees Meeting Minutes

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

**Absent:** Lesley Neal, Peggy McHugh

### AGENDA:

The November 22, 2021 meeting was called to order at 7:03 pm by Anne Lamondy, Chair.

There was no Public participation or communications

**Member Comments** Louise expressed her thanks for having Elaine attend last month's meeting.

**Approval of minutes:** One correction: The minutes read October 23<sup>rd</sup> instead of October 25<sup>th</sup>. A motion was made by Sue Nash with a second by Cathy Taylor to accept the minutes with the amended date. Motion carried.

**Financial report:** There wasn't much to report:

- \$730 paid out for Professional Services is the Annual fee for the consortium.
- A number of office supplies were purchased: paper, hanging file folders etc.
- books, non-print books (DVDs for children's section).
- Old building electricity bill: Louise questioned the Eversource bill. 2 months ago we owed \$1,286.33 which was paid but they never received the check that was sent. Cancelled 1<sup>st</sup> check and re-issued. Hopefully the issue is cleared up.

### **Old business**

- **Covid-19 Update** -- nothing new. All staff continues to wear masks including story time.
  - Town requires non-vaccinated to wear masks at all times.
- **Building costs** -- PC showed a breakdown of expenses that could be included in the next budget noting that a programming line of \$1000 was added.
  - Retirement payout: should we have a contingency fund/line-item for future retirees? Will explore this issue.

### **New business**

- **Library Policy Review:**
  - Gifts and Donations Policy
  - Privacy and Confidentiality Policy.

Louise made a motion to accept both policies with amended date. John made a second. Motion carried.

## Future Planning

- Budget 2022-23
- Elections to be held in January 2022

## Director's Reports

- Taylor Copeland, new Teen Librarian, stopped in to our meeting to be introduced to the Board and vice versa.
- STEAM kits: many levels were ordered and have arrived. The staff is still inventorying the order, then will catalog them for distribution. The Board reviewed some of the kits.
- Book discussion attendance was 11
- The new Pre-school Friday session is full with 10 kids in both groups.
- The first of our author series (Ham Martin, author of Talk Radio was well attended with 43 people. The next one is April with the CT Poet Lauriat.
- Coming up: 2 book discussions, acrylic painting and Meditation & Forgiveness (virtual) program.
- Visits are increasing and especially high with other activities in the building.
- Roof leak was repaired with no damage or cost to us.
- The Carol Belliveau's fund will most likely be used to enhance the endcaps etc.
- New Town website launch went well. We fund the Putnamlibrary.org domain. Priscilla found the new site is easier to edit.
- A new Board photo will be taken at the December meeting.
- Microfilm is off to be evaluated for the digitization grant. The films covered newspapers in Putnam from 1880-1940.
- Pre-ordered paper due to upcoming predicted shortage.
- Priscilla set up the Microfilm machine in the Aspinock center upstairs.

**Adjournment:** Louise Brodeur made a motion to adjourn. Motion carried. Meeting adjourned at 8:10 pm.

Respectfully Submitted,

*Beverly M. Shaw*

Beverly M. Shaw  
Secretary to the Board of Trustees  
Putnam Public Library