Meeting Minutes

EAST HADDAM LIBRARY SYSTEM

January 14, 2021

Location: On-line Meeting

6:30 PM

Trustees Present:	Dawn Barlow, John Bielot, Chris van Valkenburg, Jane Chisholm, Juliana Tryon Ranaudo, Bill Barney, Janine Broe,
Absent:	Chris Delisle, Vicky Riley Pach
Also Present:	Michael Gilroy, Library Director

1. **Call to order**
   The meeting was called to order of D Barlow at 6:32 PM.
2. **Review Minutes from DEC. 10, 2020 meeting**
   Minutes were accepted as submitted.
3. **Reports:**
   a. **Director's Report Highlights**
      - COVID: The Infection rate in CT is rising, only 35% of CT libraries remain open; EHLS will follow Town guidance.
      - The BOS plans to form a Building Committee to explore new library building possibilities.
      - Staff: the EHFPL branch manager is returning and a library technician will be on leave.
      - Programs continue to be appreciated: build a Kangaroo, Freaky Friday, Book clubs, Dungeons & Dragons (regaining greater following with current dedicated volunteer), children's programs; Santa Stroll (Dec 13) provided COVID-safe visits with Mrs. Claus and was well attended by 60 families (up to 200 people) and much appreciated since there were so few opportunities this year for children's holiday interactions (many thanks to Board Chairperson D Barlow for her Mrs. Claus spirit).
      - ALA Conference: M Gilroy plans to attend online at the end of this month.
      - Budget: details were reviewed, with heating system details discussed and plan for increased investment in digital materials (database JobNow and Scholastic Digital)
      - EHLS Google Drive: M Gilroy provided a tour of our document archive

   b. Subcommittee Reports

   <u>Finance Committee</u>:
      - Director gave overview of 2021-2022 Budget; no significant changes;
      - Capital: everything got pushed back 1 year except possibly Rathbun HVAC (planned to be done in 2021);
      - Analysed EH salaries in comparison with other towns;
      - PeachPit /Community Foundation of Middlesex County Grant: grant provided to EHLS for use of Library, for whatever is needed.

   <u>Governance Committee</u>:
      - The 2021 Calendar was submitted to the town
      - The 2020 Annual Board Effectiveness Survey results indicate Trustee participation in meetings and training opportunities may be areas that could benefit from attention. The Governance Committee suggests that confirmation of subcommittee membership be included as an agenda item for January BOT meetings.
      - COVID shutdown, and EHFPL furnace failure were consistently described both as the

main challenges and successes this year. The consideration required for these may have distracted from attention to short and medium term planning.

- Director will start staff reviews in February.

Program Committee:

- Maintain current programs, and possibly add online programs such as "Talk to the Experts" and mini "Ted Talks" such as Vaccine Zoom presentation. Possibly include self-care take-home kits related to lectures.
- Plan 'walk through live activities' including possibly Easter Bunny visit/egg hunt.

4. Unfinished Business

a. COVID-19 Update: see Director's report.

b. **Proposed 2021-2022 Budget:** Building maintenance expenditures for the 2 library buildings (both over 100 years old) may need to be increased, based on expense planned and experienced in the recent fiscal year. A motion was made by C vanValkenburg, seconded by J Bielot to accept the proposed 2021-2022 budget: Approved 6-0-0.

c. Library Board 2019 Effectiveness and 2021 "Year of Recovery" Goals

i. Support town in creating a plan to address current needs and future development of the EHLS: the Board will be aware of the actions of various Town Boards regarding the proposed new library facility and will attend meeting as appropriate

ii. Community Involvement: John Davis Vaccine presentation would be useful. The Program Committee has developed and is in the process of developing additional programs to address greater community involvement.

iii. Strategic Plan: the development of a Strategic Plan will be delayed until after the budget season, and in the post COVID era.

iv. New Ways to provide Library Services: there is a need to determine monetary requirements for additional digital offerings; the Program Committee will also be looking at additional offerings.

v. Become more effective Trustees: M Gilroy will look at ALA and ACLB membership offerings and make sure that all Trustees are on the e-mail and mailing lists.

5. New Business

Peach Pit/Community Foundation of Middlesex County Grant: See Finance Committee Report (3.b above). M Gilroy reviewed the particulars of the Community Foundation of Middlesex County grant of $1,000.00. Motion to accept the grant was made by J Bielot, seconded by C vanValkenburg, and approved 6-0-0.

6. **Audience of Citizens**:

No citizen input was received.

7. **Adjournment** without objection at 7:35 PM.

The next Meeting will be on February 11, 2021, at 6:30 PM, to be held online.