Meeting Minutes

EAST HADDAM LIBRARY SYSTEM

May 13, 2021

Location: On-line Meeting

6:30 PM

Mission Statement: "The East Haddam Public Library System seeks to enrich lives by helping to build communities of lifelong learners. The system provides access to historical collections, offers materials in print and digital formats, and gives community members opportunities to share in public discussion"

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 6:30 PM.
2. Review Minutes from April 8, 2021 meeting
   Minutes were accepted with wording correction (phrase deletion) regarding the Finance Report.
3. Reports:
   a. Director's Report: (EHLS Director's Report 21.05.13);
      i. Director met with District and Town health officials regarding COVID guidelines, which will reflect some of the changes planned by the governor for CT starting 19 May: items will be shelved the day after return; some furniture will be moved back, based on a 'new format, interior that encourages social distancing; Rathbun Historical Room and Book Nook will be re-opened to the public; tables and meeting areas (other than Rathbun Conference Room) will be available; computers will be available for 1 hr appointments; Outdoor programs will be available for all ages; Indoor programs remain restricted; opening hours up to 10 AM -5 PM on our non-late nights on July 1st; Masks requirement is under discussion for indoors; other changes/requirements are detailed in the report.
      ii. The replaced EHFPL bookdrop is fully operational; Rathbun boiler was repaired (Dutch Oil); EHFPL painting and landscaping is planned.
      iii. Program on East Haddam Outdoor Art is planned on Thursday, May 20th at 7:00 PM with Phil Barlow; several nature-base programs are under development with Maureen Heidtmann and the DEEP; Take home kits for kids are being distributed from both EHFPL and Rathbun.
      iv. Current cumulative expenditures are 83% of budgeted year, which is now 88% completed; approximately $2,500 remains for books/films/materials for the month of June, which will cover summer reading materials and programs. For complete details, please see the full MUNIS Report on our 2020-2021 Expenses as of May 13th. Budget schedule: Hearing occurred (12 May); the annual Town Budget Meeting is on Tuesday, May 25th at 8:00 PM at the Old Town Meeting Hall. The Budget Referendum will be on Tuesday, June 8th.
      v. The $3,000 Community Conversations Grant for Small & Rural Libraries has been approved by the ALA, and has been accepted by the BOF and BOS: the Director to attend a 6-part e-course on running a community conversation; after that, we will host a community conversation and then use the grant funds to purchase online resources that will benefit our community. The Director attended an informational session last week about American Rescue Plan Act (ARPA Grant): funds available to local libraries through the CT State Library. East Haddam Library System is eligible for $16,508 worth of funds for specific Rescue Plan expenditures. The Director will work with the Town on a proposal; submission by 30 June.
   b. Subcommittee Reports
      i. Finance Committee: Meeting was held 10 May 2021; Budget was accepted by the BOF and the BOS as presented; Both grants (Peach Pit and ALA) were accepted; EHFPL Friends have proposed providing funds to expand the collection of books by women authors, and are working with the Director on this. The cumulative budget expenditures for the fiscal year are in keeping with the budget to date, and will allow acquisitions for summer reading programs. The Director will be creating a proposal for the ARPA Grant that is in keeping with the goals stipulated by the Act.
      ii. Governance Committee: Meeting held 12 May 2021 (BOT Governance Committee Minutes 5/12/21);

Staff Reviews are in progress; expect completion by July. BOT candidates will be sought for Nov 2021 election to fill upcoming term expiration vacancies members; Party affiliation inconsistencies were found posted on the Town website, and should be corrected. Inconsistency in the posting of BOT Minutes is noted on the town website and should be corrected.

Both the EHLS Challenged Materials Form and process for reporting challenged materials remains acceptable, and consistent with the ALA's Freedom to Read Statement (which is endorsed by the libraries and kept at the circ desks). As described on the form, a patron simply needs to fill it out, and hand it to whoever is working at the circ desk. The director reviews the complaint, notifies the library board, and contacts the patron. If the issue cannot be resolved, it becomes an agenda item at the next Library Board meeting. The Governance Committee proposed a short text addition to the BOT Manual that specifies the form and the process described on the form.

Governance will review printed copies of the Library Policy Manual (Rathbun copy and EHFPL copy) to see that they are up to date and consistent with the EHLS BOT Manual

iii. Programming Committee: Did not meet in the past month.

4. Unfinished Business
   a. Library Covid-19 Update-Changes to Restrictions: See Directors Report (and Section 3.a.i, above). above).
   b. Proposed 2021-2022 Budget: See Finance Committee Report, and Director's Report (and Section 3.a.iv, above). Multiyear capital plan includes new library building.
   c. ALA Rural Communities grant: (see Director' Report, above (Section 3.a.v)
   d. Challenged Materials Policy (e.g. controversial literature) – See Governance Committee Report (Section 3.b.ii, above), and proposed changes to BOT Manual, for addition of new text describing form and policy.

      A motion was made by C van Valkenburg, seconded by J Tryon Renaudo to add the following text regarding the challenged materials policy into the BOT Manual; motion passed 5/0/1:

      "In the event that a Patron would like to challenge a library resource they will be provided with the Challenged Materials Form (insert link). Upon completion, the form will be given to the library Director for review. The library director will render a decision, if the Patron is not satisfied with the decision, the form will be presented to the Library Board. The library board will make a final determination."

   e. 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:
      ii. Community Involvement: programs continue; Grants accepted to support further community involvement:
      iii. New Ways to provide Library Services: See Director's Report and Section 3.a., above.
      iv. Become more effective Trustees
5. New Business:
   a. ARPA Grant (see Director' Report and Section 3.a.iv, above)
6. Audience of Citizens

   No citizen input was received.
7. Adjournment without objection at 7:51 PM.

   The next Meeting will be on 10 June 2021, at 6:30 PM, to be held at Rathbun and by ZOOM online.
   https://drive.google.com/drive/folders/1_esgevce4RHRf-pRjXI7VzDIHbXa0qB2

   These minutes are posted on the EHLS Board of Trustees site:
   https://drive.google.com/drive/folders/1FSN8D7cman5FdKlv14z5g_ItFvIIVJRW.