

DRAFT
Bloomfield Public Library
Board of Trustees
February 11, 2020

Attendance: Elizabeth Lane (*Library Director*), Joan Geetter (*Chairperson*), Beverlee Merritt (*Vice-Chairperson*), Ava Biffer, Maxine Ursery, Penny Pearson (*Friends of the Library Representative*)

Absent: Leah Farrell, Ann Leavitt

Quorum present? Yes, 4 of 6

J. Geetter called the meeting to order at 5:32 p.m.

Roll Call – J. Geetter performed roll call and noted the absence of Ann Leavitt and Leah Farrell.

Report from the Friends of the Library

Community Partners – The board reviewed a list of community partners to whom the Friends donate their overstock of books. The list includes schools, shelters, and medical establishments.

Spring Luncheon – The spring luncheon is scheduled for Wednesday, May 13th, at Seabury. Susan Campbell will be the guest speaker.

Little Free Library – The Friends have agreed to fund and stock a little free library to be located on the town green or at town hall. The location of the library and other details will be determined by a town committee and involve multiple town departments.

Chairperson's Report

Building Committee Members – J. Geetter attended the recent town council meeting and asked that a high school student be appointed to the building committee. Letters and emails are expected to go out to committee members soon.

Views on McMahon Wintonbury – Former mayor Joe Suggs spoke at the recent town council meeting in regards to perceived shortcomings at McMahon Wintonbury. The board discussed perceptions about McMahon Wintonbury and how they play into considerations for a new or renovated library building. M. Ursery emphasized the importance of good data in telling the stories of both buildings and their services. The board considered the idea of having a community forum at the McMahon Wintonbury Library. The idea will be revisited at the March meeting.

Director's Report

Monthly Reporting – The library is still organizing its approach to data collection and presentation. E. Lane pointed out spotlight stats for November, which focused on visits and day/hours open at each library. In November, Prosser was open 201.5 hours total and McMahon Wintonbury was open 157.5 hours, with 10,091 total visits across the system.

Social Media Team – The social media team has been successful and will likely morph into a general marketing team.

December Report – The December report focuses on program stats and shows the need for more teen programming. In December, Prosser held 38 programs with a total of attendance of 587, while McMahon Wintonbury held 30 programs with a total attendance of 450 patrons.

Adult Winter Reading – Adult Winter Reading has started and will continue through March 18th. Giveaways and prizes are part of the program.

Branding – The branding of Bloomfield Public Library continues, and includes a recent change of the website name to bplct.org, as well as new social media identifiers to match.

New Hires – After an excellent round of interviews for the librarian position, the library is considering hiring two full-time librarians.

Customer Service Standards – Library staff continues to work on ensuring strong customer service standards across shifts. Hiring more full-time staff is one way to help meet this goal.

White House Budget – The recently released White House budget proposes strong cuts to the humanities, which will impact libraries. In light of these cuts, E. Lane encouraged the board members to act as public library advocates.

Library Connection Executive Director – Library Connection has hired a new executive director, Lisa Carlucci Thomas. Ms. Carlucci Thomas is a promising hire with experience in digital product development and implementation.

Collection Weeding – The library’s weeding project continues at both locations.

Voter Registration Drive – During the week of February 10th, the library will conduct a voter registration drive at all service points. The drive ties in with the League of Women Voters’ 100th anniversary celebration on Friday, February 14th, to mark ratification of the 19th amendment.

Library Card Sign-Ups – The focus on library card sign-ups continue. E. Lane stressed the importance of youth obtaining library cards. The library is looking at initiatives with the schools to issue library cards with school sign-up and student IDs.

Baby Bags – The Friends funded new baby bags, which will focus on early literacy and a tie-in with the 1000 Books Before Kindergarten program.

Census 2020 – Census 2020 banners have been placed around town. The library will play a crucial role in helping with the census, and will have dedicated hours each week at both locations to guide people through the process.

Take Your Child to the Library Day – This year’s Take Your Child to the Library Day was a huge success and gave staff the opportunity to remind patrons that library cards are available to children of all ages.

Advocacy Boot Camp – E. Lane would like to host Amanda Stern for an ALA Advocacy Bootcamp.

Old Business

Updating By-Laws – The by-laws have been revised and are ready to be adopted. E. Lane suggested that the board try to review the by-laws every other year. **MOTION to accept the revised by-laws; seconded and passed.**

Discussion of Fine Free Policy – The library is still planning to implement the fine free policy in April.

Budget and Budget Book Narrative Submission – The board reviewed changes to the format of the budget narrative report, which includes the addition of six month fiscal year totals.

New Business – There was no new business to discuss.

Public Comments – There were no public comments.

MOTION to accept the minutes of the January 14, 2020, meeting; seconded and approved.

MOTION to adjourn the meeting at 6:29 PM; seconded and approved.

Respectfully submitted,

Christopher Siloac,
Technology & Administrative Coordinator