

**FINAL**  
Bloomfield Public Library  
Board of Trustees  
P. Faith McMahon Wintonbury Library  
March 10, 2020

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

**Absent:** None

Quorum present? Yes, 6 of 6

J. Geetter called the meeting to order at 5:33 p.m.

*Roll Call* – J. Geetter performed roll call.

*Report from the Friends of the Library* – The Friends had nothing new to report.

*Chairperson's Report*

**Bloomfield Citizen's Group Survey** – The Bloomfield Citizen's Group offered to work with the library board by distributing a library building survey to its members. The board concluded that it was best for the library to conduct its own survey, one that is aimed at the largest possible sample of Bloomfield's population.

*Director's Report*

**Winter Reading Challenge** – This year's winter reading challenge will end on March 18<sup>th</sup>.

**Women's History Month** – To celebrate Women's History Month, the library is promoting women authors. As part of that endeavor, the library is hosting a book discussion around Jaqueline Woodson's *Another Brooklyn*.

**Hotspots** – The library is now circulating two hotspots at McMahon Wintonbury.

**Storytelling Showcase** – E. Lane and staff member Jane Ramos recently attended a multi-week storytelling workshop. E. Lane will perform a story at a showcase in Hamden on Thursday, March 12<sup>th</sup>. "Imagine your story" is the summer reading theme, so the lessons from these workshop will be helpful for summer reading.

**Spotlight Sunday** – The Friends continue to fund the library's Spotlight Sunday programs, such as the UCONN men's acapella group that the library will feature on March 22<sup>nd</sup>. The plan is to begin holding Sunday concerts upstairs in the adult reading area and to provide some services.

**New Buildings in Town Center** – Heirloom Flats is expanding, which will include a sidewalk extension for more accessibility, and a new building is going in on the lot where the hardware store currently stands.

**Staff Changes** – Joshua Brown is the new page at McMahon Wintonbury. Carol Lennig retired at the end of February; Sara Ray, from the Simsbury Library, has been hired for Carol's position, with a start date of March 30<sup>th</sup>. Sara, as a longtime teen librarian, will look to expand program offerings. Additionally, three new library assistants have been hired for part-time/substitute positions.

**Baby Bag Promotions** – E. Lane revealed the baby bag promotional posters that were designed by University of Hartford students. The designs will also appear on the bib included in the bag. An exhibition of the artists' work is being planned for April or May.

**Budget and Budget Book Narrative Submission** – The board reviewed the town's budget book format of the library's 2021 budget proposal. E. Lane read positive quotes from teens who attended the recent anime program. The FY 21 budget proposal includes language about how budget, staff, and space constraints limit teen outreach and programming.

**State and Consortium Hires** – The candidate for state librarian has rescinded their offer, so the state will look to hire an interim director and start again with a new search firm. The new Library Connection director is also leaving. The former director of the Farmington Libraries, Laura Horn, will serve as interim director.

**Pizza at Teen Programs** – The pizza that the Friends are providing for teen programs has been greatly appreciated, with some parents even offering to donate to the fund. E. Lane read positive quotes from teens who attended the recent anime program. The FY 21 budget proposal includes language about how budget, staff, and space constraints limit teen outreach and programming.

**Census 2020** – Census day is April 1<sup>st</sup>, and the library is ready to play its part. The library will host a presentation by a census worker to explain the process.

**Corona Virus** – In response to the outbreak of covid-19, the town and library are instituting new cleaning procedures. Call out and continuity procedures are being drafted by each department. Program cancellations are beginning to occur, and the library is holding back the April calendar. If the library were to close, staff would promote the third location (digital resources) and work on special projects.

**Volunteer Appreciation Reception** – As in year's past, Linda Gabianelli has begun to plan the volunteer appreciation event, though no date has been set. **MOTION to approve \$600 for volunteer appreciation event**; seconded and passed.

**Building Committee** – The board reviewed the recently approved list of building committee members. The next step is to reach out to the mayor and the committee chair and determine a start date.

**Strategic Plan** – The library needs to update its strategic plan, even if it just covers two years out. The board will look to schedule a special meeting to discuss the approach to a strategic plan.

**Charging for Meeting Rooms** – A brief discussion ensued about libraries charging for meeting rooms. The Bloomfield Public Library does not charge, but it also rarely opens its room to the public due to limited space and room openings.

#### *Old Business*

**Discussion of Fine Free Policy** – The library hopes to implement the fine free policy on April 19<sup>th</sup>, but there is a chance that covid-19 will delay the official rollout of the policy. The board reviewed an ALA resolution about going fine free. E. Lane encouraged the board to come up with language about the policy change and to be prepared to get the word out. The staff will be doing the same.

**Budget and Budget Book Narrative Submission** – This items was discussed as part of the Director's Report.

*New Business* – There was no new business to discuss.

*Public Comments* – There were no public comments.

**MOTION to accept the minutes of the February 11, 2020, meeting;** seconded and approved.

**MOTION to adjourn the meeting at 6:27 PM;** seconded and approved.

Respectfully submitted,

Christopher Siloac,  
Technology & Administrative Coordinator