

FINAL
Bloomfield Public Library
Board of Trustees
Conference Remote Meeting
September 8, 2020

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

Absent: None

Quorum present? Yes, 5 of 5

B. Merritt called the meeting to order at 5:33 p.m.

Roll Call – B. Merritt performed roll call.

Report from the Friends of the Library

Book Sales – The Friends decided not to move forward with the October book sale. The library is currently not accepting book donations. Once it is determined that the Friends are able to work in the building again, they will begin to consider holding the April book sale.

Chairperson's Report

Performance Review – Wednesday marks the 1-year anniversary of E. Lane's start as library director. With the probation period coming to an end, the board needs to complete a performance evaluation for the town. The review will take place during an executive session at the October meeting, or during a special meeting if the review is needed sooner. B. Merritt will reach out to Cindy Coville in HR to go over process and deadlines.

Director's Report

Monthly Report – E. Lane reviewed items in the written monthly report, with a focus on the library's curbside service, virtual programs, and current goals. A couple of noted highlights include one-on-one Zoom tutorials to help curb anxiety in a virtual environment, and the flexible customer service approach of the technology committee.

ChromeKits – ChromeKits – which include a Chromebook and hotspot – will begin circulating next week. There are 10 kits, which were paid for with CARES Act funds. E. Lane asked the board to help get the word out.

Get Out the Vote – The library is engaging in a number of “get out the vote” efforts, starting with an initiative to include voter registration forms and absentee ballot applications with curbside deliveries. Additionally, pop-up library hours will occur at McMahon Wintonbury on Saturday as part of a voter registration drive, and on Election Day the children's department will hold an election with fictional dog candidates. The town's registrars will attend the upcoming all staff meeting to provide information. E. Lane stressed that voter registration in public libraries is part of a Connecticut State Library directive. A. Biffer added that the Secretary of State is planning to mail absentee ballot applications to all Connecticut residents.

Supermarket Flyer – E. Lane familiarized the board with the new flyer that the social media/publicity committee designed, which will be handed out to customers at service points at both Geissler's and Stop & Shop. The flyer will also be give out at the Senior Center Expo on September 29th. The back includes a

library card application, while the inside is focused on the range of services a library card can provide access to, with an emphasis on the free aspect of library cards and services.

Social Justice Committee – As part of Bloomfield Public Library’s mission to break down barriers to access, the library has formed a social justice committee. The committee focuses on the subject in relation to the library’s public image, approaches to customer service, and policies and procedures. The goal is to serve a broader segment of Bloomfield’s population, with the number of library card holders serving as a good measurable.

Summer Reading – Summer reading, which featured dynamic virtual programming for all ages, ended this past Friday. 143 children, 135 adults, and 54 teens participated this year.

Statistics – E. Lane highlighted a few statistics from the monthly report. In July, the library held 53 programs, with a total attendance of 1,240. Reference transactions continue to be very high. E. Lane stressed the time involved with delivering services via phone.

Positive Feedback – E. Lane shared recent positive feedback from patrons about the library and its staff.

Tech Appointments – The library went from 107 tech appointments in July to 272 in August.

Building Committee – The building committee has met three times so far; the next meeting is tomorrow night. At the last meeting, Tai Soo Kim presented exploratory plans, which E. Lane will forward to the board. The latest issue of American Libraries magazine features the 2020 library design showcase, a helpful resource for ideas.

Updates at McMahon Wintonbury – Two new shelving units will soon be added to McMahon Wintonbury, and the reference desk will be moved to allow for better sight lines.

Capitol Workforce Interns – The library had three Capitol Workforce interns over the summer. The interns were wonderful and helped the library catch up on processing teen materials and create publicity materials for social media. The library hopes to take part in the program again next year.

Old Business

Election of Officers and Library Board Vacancies – The board discussed the need to elect new officers and fill the library board vacancy brought on by J. Geetter’s resignation. There was some disagreement over whether to hold the election of officers at the next meeting or to add it to the present meeting’s agenda under new business.

Board Orientation – A. Biffer suggested that the library board invite Dawn LaValle from the state library to perform a board orientation. It would be best to wait until the new board member has started before pursuing this idea.

New Business

MOTION to add election of officers to the agenda under new business; seconded and passed with A. Leavitt abstaining.

Election of Officers – **MOTION to nominate Ava Biffer as chairperson;** seconded and passed with A. Leavitt abstaining. A motion to nominate Leah Farrell as chairperson did not receive a second. **MOTION to elect Ava Biffer as chairperson;** seconded and passed, with A. Leavitt and B. Merritt abstaining. **MOTION to nominate Leah Farrell as vice-chairperson;** seconded and passed with A. Leavitt abstaining. **MOTION to elect Leah Farrell as vice-chairperson;** seconded and passed with A. Leavitt and B. Merritt abstaining.

Public Comments

Interlibrary Lending – P. Pearson asked about the status of interlibrary lending of materials. E. Lane said the materials are moving again. The board discussed the quarantine procedures for deliveries. E. Lane will look into the issue in more detail, for example to factor in transit time.

MOTION to accept the minutes of the June 9, 2020, meeting and the July 21, 2020 meeting; seconded and approved.

MOTION to adjourn the meeting at 6:23 PM; seconded and approved.

Respectfully submitted,

Christopher Siloac,
Technology & Administrative Coordinator