

**FINAL**  
Bloomfield Public Library  
Board of Trustees  
Conference Remote Meeting  
October 13, 2020

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

**Absent:** None

Quorum present? Yes, 6 of 6

A. Biffer called the meeting to order at 5:37 p.m.

*Roll Call* – A. Biffer performed roll call and noted the absence of A. Leavitt. A. Leavitt joined the meeting at 6:04 PM.

*Report from the Friends of the Library*

**Volunteers in Library** – Beginning in October, a Friends volunteer will work in the book sale room on Wednesday evenings. The volunteers will use their time to organize the area and set aside books for Little Free Libraries and other organizations that need donations.

**Little Free Library** – The Friends are sponsoring the new Little Free Library that has opened in the circle at town hall.

*Chairperson's Report*

**New Board Member** – A. Biffer introduced new library board member Todd Cooper, who was appointed by the town council to fill the board's vacancy. T. Cooper introduced himself and expressed his desire to help improve the library where needed.

**Library Staff** – A. Biffer thanked Elizabeth, Chris, and the entire library staff for all their hard work. E. Lane said she will share encouragement with staff.

*Director's Report*

**Social Media** – E. Lane welcomed T. Cooper and encouraged the board to check the library's website and social media pages as way to keep up with all that is happening.

**Little Free Library** – At some point in the future, E. Lane hopes to work with Dave Melesko (Leisure Services) on coordinating a welcome ceremony for the new Friends' sponsored Little Free Library at town hall.

**Expanding Services** – The library continues to take an adaptive and iterative approach to expanding services.

**Wednesday Evenings** – Both library locations are now open until 8 PM on Wednesday nights.

**Voting**– The library continues to assist with get out the vote efforts, including handing out voter registration forms and absentee ballot applications. The children's department is presenting an election featuring favorite dogs from books. Voting begins online, but there will also be an in-person vote on November 3<sup>rd</sup>. Additionally, the library website has a plethora of voting/election resources.

**Free Comic Book Day** – The library is participating in Free Comic Book Day, which takes place on October 30<sup>th</sup>. Packets of comics can be picked up from the both libraries via curbside service from October 12-30<sup>th</sup>.

**Hispanic Heritage Month** – To celebrate Hispanic Heritage Month, the library has partnered with Eastern Connecticut State University (ECSU) and Willimantic Public Library for a Big Read featuring the book *Into the Beautiful North* by Luis Alberto Urrea. BPL will co-host a series of virtual book discussions and other related programming. To further the celebration, a new art installation from *The FUTURE IS LATINX* exhibition at ECSU will be featured at Prosser and digitally. E. Lane showed the board examples of the art work.

**One-on-One Zoom Sessions** – The one-on-one Zoom tutorials that Sara Ray is conducting have made people more comfortable with the platform, enabling increased participation in library programs. In August, for example, the library hosted 51 programs with 1,159 attendees. E. Lane asked the board to spread the word on the tutorials.

**ChromeKits** – The library's new ChromeKits are going out to people of all ages.

**Curbside Printing** – E. Lane reminded the board about library's curbside printing service, which allows for contactless pickup of free printed documents.

**State Funding for Libraries** – The governor has set aside \$2.6 million in Coronavirus Relief funds for 65 public libraries, in order to increase service capacity in low-income communities, with a focus on those who are experiencing homelessness or living alone. As part of this initiative, BPL received \$42,942. Library staff is already discussing ideas, since the funds will need to be spent by 12/18/2020.

**Collection Management** – Library staff continue to focus on collection development, as well as weeding, which has led to cleaner shelves, better materials, and more intuitive experience for patrons.

**McMahon Wintonbury Changes** – E. Lane thanked the public works department for their help on recent projects, despite being short staffed. For example, they recently helped move the reference desk at McMahon Wintonbury. The location allows for better sight lines. McMahon will expand services by appointment once a plexiglass shield is installed at the reference desk. B. Merritt saw the new look at McMahon and expressed her appreciation for the change.

**Incident Command Update** – At the recent incident command meeting with the police chief and health district officials, it was indicated that the number of COVID-19 cases doubled in Bloomfield in a week. Infections seem to be spreading at workplaces and social gatherings. In addition to masks and social distancing, it is recommended that everyone get a flu shot this year.

**Staff Meetings/Workshops** – The library will hold two important all-staff meetings/workshops next week. The libraries will be closed to the public for a period of time on both days. On October 21<sup>st</sup>, presenters from the National Conference for Community and Justice (NCCJ) will provide a social justice workshop, while the October 22<sup>nd</sup> meeting will focus on expanding of services during the pandemic, as well as crafting a staff vision for a new library building. E. Lane wants the board to craft a vision for a new library as well.

### *Old Business*

**Board Orientation** – Following the ACLB conference in November, the library board has voted to pursue a professional development orientation with Dawn LaValle. The board discussed possible dates for a virtual orientation and decided to change the meeting scheduled for November 10<sup>th</sup> to a special meeting and hold it then.

**Director Evaluation Form** – The board had piloted a new director evaluation form in 2018 but never finalized. Ideas will be fresh after upcoming performance review, so the board should once again look at changing the form.

*New Business*

**Meeting Schedule** – A. Biffer reminded the board that a meeting schedule for 2021 will need to be created and approved soon.

**Windsor Federal Signers** – The approved signers will need to be updated at Windsor Federal. B. Merritt and L. Farrell agreed to go to Windsor Federal and become approved. After the signers are in place, there are decisions to be made regarding CD renewals.

**Style of Board Minutes** – Currently, the library board minutes do not include names with votes. The town council minutes, however, do include this information. E. Lane has asked Marguerite Philips, the town clerk, about this issue, and Marguerite thought it best to have the library board record votes in a similar manner to the council. A. Biffer will reach out to Marguerite again and see if it is a requirement, and afterwards, the library board will move to make the method of vote counting a part of the by-laws. If there is not a particular vote recording method required by town, T. Cooper suggested that the board discuss their preferred method, since the board's needs may be different from the council's.

*Public Comments* – There were no public comments.

**MOTION to accept the minutes of the September 8 2020 as written;** seconded and approved, with one abstention.

**MOTION to enter executive session at 6:19 PM;** seconded and passed.

The board returned to public session at 7:01 PM.

**MOTION to adjourn the meeting at 7:02 PM;** seconded and approved.

Respectfully submitted,

Christopher Siloac,  
Technology & Administrative Coordinator