

FINAL
Bloomfield Public Library
Board of Trustees
Conference Remote Meeting
March 9, 2021

Attendance: Elizabeth Lane (*Library Director*), Ava Biffer (*Chairperson*), Leah Farrell (*Vice-Chairperson*), Todd Cooper, Beverlee Merritt, Maxine Ursery, Christopher Siloac (*Library Staff*)

Absent: Ann Leavitt

Quorum present? Yes, 5 of 6

A. Biffer called the meeting to order at 5:31 p.m.

Roll Call – A. Biffer performed roll call and noted the absence of A. Leavitt.

Report from the Friends of the Bloomfield Public Libraries - presented by A. Biffer on behalf of Penny Pearson

Face Masks– The Friends are funding BPL facemasks for staff, which will also be used as incentives to participate in Winter Reading. Ava thanked the Friends for their assistance.

Chairperson's Report

CT State Library Session – A. Biffer congratulated E. Lane for representing BPL extremely well at the CT State Library's virtual panel discussion concerning library services during COVID 19. Elizabeth drove the conversation and showed BPL to be a leader among CT libraries at this time.

February Meeting – The February meeting was cancelled due to the town manager closing town buildings and announcing the cancellation of all meetings and events.

Official Name of Library Board – After consulting with the town clerk and the town attorney concerning the library board's official name, it was verified that the library board is recognized as the board of trustees, and that Elizabeth is recognized as library director.

Board Orientation Packet - The board should begin thinking about what to include in a board orientation packet for new members. A. Biffer has reviewed helpful materials from ACLB, CT State Library, and ALA in preparation for the discussion.

Library Building Committee - A. Biffer thanked the library board for their valuable input during library building committee meetings.

Director's Report

Library Statistics – E. Lane noted that BPL staff has gone above and beyond in serving the public during the pandemic and shared statistics compiled since March 2020: more than 80,000 materials circulated, 10,000 curbside visits, 100,000 interactions with BPL online, 500 programs, and 10,000 program attendees.

Governor's Announcement – The governor did not consult with the library community before his recent announcement that libraries can expand capacity as of March 19th. After reviewing REALM safety studies, BPL staff will meet on Wednesday to discuss ideas for expanding services. The website reflects

the library's current priority of call ahead service with a focus on curbside delivery, reference and askbplct assistance, technology appointments, browsing at McMahon, library events, tax forms and vaccine information, and BPL online.

Vaccine Rollout – The governor's recent changes to vaccine rollout has negatively affected municipal employees, removing them from priority and resulting in cancelled shots. E. Lane urged the library board to advocate for the vaccination of library staff.

Building Committee Update – E. Lane is pleased with the building committee's momentum as we head toward a referendum in November. Over 1,700 people participated in the library survey, the results of which are being compiled for analysis. All committee meetings are open to the public, and the public should be encouraged to submit feedback and attend. At a recent special meeting, the committee voted to improve BPL as a library system by updating the buildings at both locations, increasing capacity by 50% at each.

Hartford Courant Article on Library Reopening – A recent Hartford Courant article on the reopening of libraries wrongly stated that BPL has been fully open since June 2020. BPL has been open on a spectrum, with a focus on technology (digital divide), access to collections, and programming, and has had over 3000 people in our buildings since pandemic began. E. Lane explained that the main challenges in allowing more access to Prosser stem from the building, especially HVAC issues and social distancing. The library will continue to expand services while maintaining confidence in building safety.

Old Business

Director's Evaluation Document – The board reviewed and edited A. Biffer's draft of the library director evaluation document and had a detailed discussion about the document and its part in a larger evaluative process. In addition to the evaluation form, which will be filled out annually, the board concluded that the annual process should include goal setting, director's self-reflection, a mid-year check-in conversation, and a post-evaluation discussion. The board also considered ideas for obtaining input from library staff, such as an anonymous Google survey. A. Biffer will reach out to human resources about the town's timeline for evaluations.

Working with the concept of a cycle of feedback, the board is looking to establish an effective process that can be used by future boards and library directors. L. Farrell and A. Biffer will edit the evaluation process document and email it to the board. The board and E. Lane will hold their mid-year discussion in an executive session at the end of the April meeting. Highlights of the discussion will be written down as part of the new evaluation process.

New Business – There was no new business to discuss.

Public Comments – There were no public comments.

MOTION by L. Farrell to accept the minutes of the January 12, 2021 meeting as presented; seconded by M. Ursery and approved unanimously.

MOTION by T. Cooper to adjourn meeting at 6:41 PM; seconded by L. Farrell and passed.

Respectfully submitted,

Christopher Siloac,

Technology & Administrative Coordinator