

DRAFT  
Bloomfield Public Library  
Board of Trustees  
Conference Remote Meeting  
September 15, 2021

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

**Absent:** Kathy Haller

Quorum present? Yes, 5 of 6

A. Biffer called the meeting to order at 5:34 p.m.

*Roll Call* – A. Biffer performed roll call and noted the absence of K. Haller and T. Cooper. T. Cooper joined the meeting shortly after roll call.

*Report from the Friends of the Bloomfield Public Libraries*

**Friends and Flooding** – All Friends activities are currently on hold, pending the reopening of the lower level at Prosser.

*Chairperson's Report*

**Construction Grant Application** – With the library's recent submission of the state construction grant application, A. Biffer wanted to thank many of those who contributed to it, including E. Lane, C. Siloac and the rest of the library staff, M. Ursery for her work on the public survey, and L. Farrell for heading the space-planning sub-committee and helping finalize the building program.

**Hurricane Ida and Prosser Flooding** – A. Biffer said there were many people to thank after the flooding at Prosser: the library staff for its flood preparation and ongoing service in difficult conditions; the McMahan Wintonbury Library staff for handling a higher volume of patrons; and Dan Carter, Glen Garrity, and the rest of the public works department for all their preparation and hard work.

*Director's Report*

**McMahan Wintonbury HVAC Closure** – In late August, the McMahan Wintonbury Library had to close early for two days due to an HVAC issue that occurred during a heat wave. The needed repair was resolved within a few days.

**Youth Shelving at McMahan** – There is new red youth shelving at McMahan Wintonbury.

**Security Issues at McMahan** – Due to a few isolated security issues at McMahan Wintonbury, the public works department installed a dummy camera system. No issues have occurred since the cameras were installed.

**Program Evaluation Project** – Library staff is working on a program evaluation project that includes an online form for feedback following virtual programs.

**Big Read with ECSU** – BPL has partnered with Eastern Connecticut State University on their National Endowment of the Arts Big Read event, featuring the book *The Best We Could Do*, by Thi Bui, a graphic memoir about an immigrant family. BPL’s programming will explore the past, present, and future of immigration, as well as feature a virtual author visit, made possible by a \$1000 gift from the Friends.

**Prosser Library Flood** – E. Lane delivered a report about the recent flooding at Prosser. Storm preparations occurred four times at Prosser during the summer. Each flood preparation required the involvement of library staff, public works, and the police department. The floodwater reached the entryway, youth department and offices, elevator and community room. All carpeting has been removed from the entryway, community room, and offices. Recently, the library initiated a soft opening of the second floor at Prosser, though there are accessibility issues due to the unpaved parking area and the lack of an elevator. All holds have been moved to McMahon Wintonbury for pickup. E. Lane thanked library staff for their adaptability during this time. The new town manager, Stanley Hawthorne, visited Prosser for the first time on the morning of the flood and got a library card.

**Zoom Bombing** – A zoom bombing occurred at a recent library program. The library’s Zoom expert, Sara Ray, was running the program and successfully used security procedures that she already had in place to expel the bombers. The program continued shortly after and an email was sent to all participants apologizing for the disruption.

**Hiring** – The library has been working with the HR department to fill a number of openings, for page and library assistant positions. A part-time librarian position will be opening soon.

**SCSU Intern** – BPL has a new intern, Meredith West, from Southern Connecticut State University’s graduate-level library program. Meredith’s internship will continue until later in the fall. She will work on special projects for the library.

**Staff Away Day** – The staff away day at the Hill-Stead Museum occurred last week and went well. It included staff activities, a tour of the museum, and a meet-up at McMahon Wintonbury. E. Lane thanked the educational staff at the museum.

**Hartford Walking Program** – E. Lane and Allison Wilkos participated in a historic walking tour of Hartford with Museum of Connecticut History curator Patrick Smith. The event was hosted by the Connecticut State Library.

**Self-Checkout** – A self-checkout service will be available soon. Equipment has been delayed, due to shortages that have affected many industries.

**Summer Reading 2021** – The library had a successful summer reading program, with 231 adults, 158 children, and 37 teens participating. 2,299 books were logged by participants. E. Lane thanked the Friends for funding the summer reading program.

**State Construction Grant** – The state construction grant application has been submitted. There is still work being done to ensure full compliance.

**Museum Passes** – E. Lane highlighted the library’s museum pass program, which provides free or reduced cost access to local museums.

**August Stats** – In August, there were 1,009 tech sessions at Prosser, and 496 at McMahon Wintonbury. BPL Online circulated 1,283 digital items.

**Group Poem** – E. Lane read a poem that the staff wrote together as part of the staff away day.

**Library Cards** – There have been 750 new library card sign-ups since COVID-19 began.

*Old Business* – There was no old business to discuss.

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

*Public Comments* – There were no public comments.

**MOTION by L. Farrell to enter executive session at 5:56 PM;** seconded by M. Ursery and approved unanimously.

The board returned to public session at 6:40 PM.

**MOTION by T. Cooper to adjourn the meeting at 6:42 PM;** seconded by B. Merritt and approved.

Respectfully submitted,

Christopher Siloac  
Technology & Administrative Coordinator