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July 20 2020 AT 2:00 AM/PM

Amunhulm

EAST LYME PUBLIC LIBRARY

EAST LYME TOWN CLERK MINUTES of the BOARD of TRUSTEES MEETING

July 13, 2020 at 7:30 p.m.

Present: P. Arnold, D. Berry, T. Borden, A. Fisher, L. Fitzgerald, C. Hayes, M. Helms, D. Jacobs, J. Makiaris, L. McIlhenny, L. Timothy, and guest, Holly Cheeseman.

Present via Zoom: T. Attanasio, T. Borden, F. Clemo, L. Hobby, S. Lubber, M. Ortiz, and M. Salerno.

Call to Order: President, Dave Jacobs, called the meeting to order at 7:32 p.m.

Delegations from the Public: None.

Secretary's Minutes: Minutes from the meeting of May 4, 2020 were mailed to each trustee. John Makiaris moved that the minutes be accepted. Seconded by Loretta McIlhenny. Motion passed.

Treasurer's Report: The Treasurer's Report was covered in the Annual Meeting Minutes.

Director's Report:

Lisa gave her report as follows:

- **Curbside Service:** This new service has gone very well. Library patrons are enthusiastic about it as the library is averaging about 162 patron requests and pick-ups each week.
- **Partial reopening:** The library partially reopened on July 6, 2020. In order to reopen, the library had to certify online that we have completed sufficient cleaning, staff training, made physical changes to the library, and procured necessary masks and hand sanitizer. The library will be open 10 am to 4 pm Monday through Friday and 10 am to 2 pm on Saturday for the rest of the summer. The library staff will re-evaluate what hours to open after Labor Day, and continue to adapt as needed until the pandemic ends. The library will continue to coordinate closely with LION and the state library to incorporate the best practices.
- **Overdue Fines:** Lisa distributed information on eliminating overdue fines. The motion on overdue fines is under Old Business.
- **Carpet Replacement:** The replacement of the carpet in the library has begun.
- **FY20 Budget:** The overpayment to the town is detailed in the Annual Meeting Minutes. Some of book funding from FY20 has been moved into FY21, as book ordering was on hold at the end of the fiscal year. Lisa said we are in good shape budget wise for this year.
- **Local History Projects:** Staff have put together a web page to collect stories and pictures about the pandemic creating a local history archive. Staff are also cutting out articles about the pandemic and racial social justice issues from local papers for an excel file, which will be part of the local history collection. Staff is also working on a database of articles on the history of the prison, and another staff member is setting up an historic house database for the town of East Lyme.
- **Annual Fund Drive:** This will be mailed shortly. Extra copies have been printed to have at the circulation desk for donations in lieu of overdue fines.
- **Homebound Delivery Services:** While this service was expanded, the demand for it has not.
- **Summer Programs:** There will be no in person programs for the summer. Online storytimes and book discussions will continue for now.
- **Resignations:** Three part-time staff members have resigned since March. They have not been replaced as the library is getting by for now with the reduced hours in operation.

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President's Comments: Dave commented that there would be no more Executive-Zoom meetings each week. He thanked Larry Fitzgerald for setting up the meetings and recording them. He also gave thanks to Lisa and Tara for being "pillars of strength" through this difficult time. He also thanked the library staff, members of the Executive Committee and First Selectman, Mark Nickerson, and the Town Budget Manager for their support.

Committee Reports:

- **Administrative/policy** – None.
- **Personnel:** - None.
- **Public Relations:** - None.
- **Nominating:** - Covered in Annual Meeting.
- **Budget:** - Covered in Annual Meeting.
- **Publications Committee** – None.
- **Executive:** - None.
- **Strategic Planning Committee:** Covered in Annual Meeting.

Old Business: After a brief discussion, Abe Fisher moved that overdue fines be eliminated, with a provision to include a policy on Overdue Fines which will be adopted shortly. Christie Hayes seconded this motion. Motion passed.

New Business.

- There are currently two vacancies on the board. It is hoped that these slots could be filled with minority residents. All board members are asked to submit names of prospective trustees to Lisa or to Dave.
- Larry Fitzgerald spoke on the current method of quarantining library materials once they are returned to the library. This practice will continue as long as Covid-19 remains an issue.
- Dave talked about the need for a legal document to address the various collections from other organizations that are currently being housed in the library. Larry said he will include the topic of Archival Materials into the Plan of Conservation and Development.
- Steve Luber suggested the library order books on anti racial topics. Lisa said that while some books have already been ordered, this suggestion will be considered. Christie Hayes mentioned that the library might consider sponsoring some kind of Webinar on Black Lives Matter.

Date of next meeting: Monday, September 14th, 2020 at 7:00 p.m.

There being no further business, Christie Hayes moved that the meeting be adjourned at 8:20 pm. Larry Fitzgerald seconded the motion. Motion passed.

Respectfully submitted,

Molly A. Helms, Assistant Secretary