



Bethel Public Library

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Meeting Minutes
BPL Board of Directors
Virtual Meeting
Monday 11/23/2020 at 6:00 pm

PRESENT: Chairman Tia Murphy, Judith Schlemmer, Chris Sell, Connie Kauffman, Ted Stevenson, Linda Curtis, Mary Spain, Robin Grubard, Mary O'Leary, Terri Rotella, Sue Morton, Library Director Megan Dean

ABSENT WITHOUT NOTICE: Robin Kahn

Call to order: Chair Tia Murphy called the meeting to order at 6:01 pm.

PUBLIC INPUT: None

CORRESPONDENCE: None

ANNOUNCEMENTS: Chair Murphy informed the Board that the documents necessary for each Board meeting are now available on line at **Materials:** <https://www.bethellibrary.org/home/the-library-and-friends/about-the-library/board-of-directors/agendas-and-minutes/>. This will be listed on the monthly agenda. The site will contain current and past meeting materials.

Director Dean and Chair Murphy thanked all the Board member who attended the Planning and Zoning meeting regarding parking for a proposed mixed commercial and residential use project for 155 Greenwood Ave. which would span to School Street. Many participants in that meeting cited parking issues especially as it might impact the Library lot, especially for programing events once regular Library Operations return post Covid, as well as overnight parking impacting snow removal. Currently, overnight parking is prohibited in Town Parking lots like the Library's. A rehearing by P&Z for the modified proposed site plan will be held on Tuesday, November 24. Board members are encouraged to attend to be at the ready to speak if necessary.

APPROVAL OF OCTOBER 26, 2020 MEETING MINUTES: Chair Murphy asked if the members had read the minutes, and if there were any questions. Sue Morton noted that under the Treasurer Report the minutes read that she had called for a motion but since she was not present at the meeting it should have read Chair Murphy. Chair Murphy noted the change and asked for a motion to approve the October 26 meeting minutes as amended. Robin Grubard moved to approve the minutes of the September 28, 2020. Ted Stevenson seconded the motion. All in favor; motion passed. Sue Morten and Terri Rotella abstained.

TREASURER REPORTS: Treasurer Morton asked if the group had read the Treasurer's Report and if there were any questions. Receiving none, Treasurer Morton asked for a motion to accept. Robin Grubard made the motion and Ted Stevenson seconded. All in favor; motion passed.

FRIENDS OF THE BETHEL PUBLIC LIBRARY: FOL Chair Jan Patzold announced that Big Y will be donating \$1 for every reusable grocery bag purchased in November will be donated to the Friends. Chair Patzold also indicated that the next FOL member meeting will be held virtually in December. They are exploring different approaches to make the meeting fun and engaging.

DIRECTOR UPDATE: Library Director Megan Dean announced that the Bethel Public Library had been awarded AARPCT Community Challenge Award which will fund picnic tables on the front line of the library once the warmer weather returns. Director Dean also announced that the State Annual Report has been submitted and will be emailed to the Board this coming week.

She then discussed the monthly spending report and indicated that the monthly utilization report will begin tracking statistics by department. Director Dean indicated that between lobby entry and book pick up the numbers were holding around one thousand patron interactions per month. She also announced a new program called, Bag of Books, which is specially designed for parents of small children, to provide a curated selection of materials saving browsing time and adding to our Covid 19 safety measures. Additionally, a new Children's Book program called A Thousand Books Before Kindergarten will be launching in the new year. Parks and Rec continue cleaning surfaces throughout the day and will continue through the new year.

Director Dean relayed that to help patrons recognize Library Staff and Supervisors in this time of masking and social distancing, BPL branded vests will be worn by supervisors and all staff will wear a lanyard with a BPL ID card.

Finally, Director Dean asked the Board to allocate \$300 for a virtual Holiday Party for staff from the Board account. Terri Rotella made the motion, Judy Schlemmer seconded all in favor, the motion passed.

HOLIDAY SCHEDULE 2021: Chair Murphy asked the Board if they had reviewed the Holiday Schedule and if there were any questions. Receiving none, she asked for a motion to accept the 2021 Holiday Schedule as stated. Judy Schlemmer made the motion, Connie Kauffman seconded. All in favor, the motion passed.

NOMINATING COMMITTEE: Chair Murphy informed the Board that the Nominating Committee met to create the Nominating Slate for the Board to consider with voting to accept the slate taking place in the December meeting. The slate is a committee recommendation: Chair – Mary O'Leary, Vice Chair – Connie Kauffman, Secretary – Sue Morton, Treasurer – Tia Murphy.

FINANCE COMMITTEE: Treasurer Morton presented the 2021-2022 Budget. She explained that the Committee's recommendation was to go with a flat budget given the uncertainty of the pandemic effect on the Library's full return to regular operations. Additionally, no Capitol Budget is being proposed at this time. A brief discussion ensued. All in favor, the recommended 2021-2022 Budget passed.

SELECT PERSONNEL COMMITTEE: At 7:03 pm, Chair Murphy asked for a motion to enter Executive Session and invite Director Dean and FOL President Jan Patzold to join the session to discuss some personnel issues; Connie Kauffman made the motion, Linda Curtis seconded. All approved. Discussion ensued.

Chair Murphy asked for a motion to come out of executive session at 7:07 pm. Ted Stevenson made the motion; Mary Spain seconded. All in favor. Motion passed unanimously. Executive session ended at 7:08 pm.

Chair Murphy asked for a motion to accept keeping the Library closed on Sunday until the end of January 2021. Ted Stevenson made the motion, Mary Spain seconded. All in favor. Motion passed unanimously. Chair Murphy asked for a motion to accept the Return to Work form as discussed. Terri Rotella made the motion, Robin Grubard seconded. All in favor. Motion passed unanimously.

ADJOURNMENT: Chair Murphy asked for a motion to adjourn. Terri Rotella moved to adjourn; Judy Schlemmer seconded. All in favor, motion passed unanimously. Chair Murphy adjourned the meeting at 7:09 pm.

Respectfully submitted,

Tia Murphy