



# Bethel Public Library

*Be curious. Be enlightened. Be inspired.*

Meeting Minutes  
BPL Board of Directors  
Virtual Meeting  
Monday 12/14/2020 at 6:00 pm

**PRESENT:** Chairman Tia Murphy, Judith Schlemmer, Robin Kahn, Connie Kauffman, Linda Curtis, Robin Grubard, Mary O'Leary, Terri Rotella, Sue Morton, Library Director Megan Dean; Mary Spain joined at 6:07.

**ABSENT WITH NOTICE:** Chris Sell, Ted Stevenson

**Call to order:** Chair Tia Murphy called the meeting to order at 6:00 pm.

**PUBLIC INPUT:** None

**CORRESPONDENCE:** Director Dean reported that the Library received a loan request from The Lockwood-Mathews Mansion Museum to borrow a Castoria trade card from The P.T. Barnum Collection at the Bethel Public Library that uses "Jumbo," Barnum's most famous circus animal to market an over-the-counter medicine. As the BPL does not currently have a policy for collection loans, a robust discussion ensued regarding insurance, expenses, protocols and public relations with the Board members. Robin Kahn made a motion to allow this loan and asked the Mathews Mansion Museum to send photograph of the exhibition. Terri Rotella seconded. All in favor, the motion passed.

**ANNOUNCEMENTS:** Chair Murphy reminded 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.

**APPROVAL OF November 23, 2020 MEETING MINUTES:** Chair Murphy asked if the members had read the minutes, and if there were any questions. Chair Murphy acknowledged that she made a mistake last month by stating that the board would vote on the Candidate Slate in the December meeting; the vote will be at the January meeting. Sue Morton noted that her last name was misspelled in the approval of the meeting minutes section of the October 26 Minutes. Chair Murphy noted the changes and asked for a motion to approve the November 23 meeting minutes as amended. Terri Rotella moved to approve the minutes of the November 23, 2020. Robin Kahn seconded the motion. All in favor; motion passed.

**TREASURER REPORTS:** Treasurer Morton stated that due to the short interval between meetings, there was no Treasurer report in December, but both months will be covered in the January 2021 Report.

**FRIENDS OF THE BETHEL PUBLIC LIBRARY:** FOL Chair Jan Patzold announced that Big Y will now be donating \$1 for every reusable grocery bag purchased in December will be donated to the Friends. Chair Patzold reported that the Big Y will be partnering with the Floral Department in August, details to follow.

**DIRECTOR UPDATE:** Library Director Megan Dean announced that a team of staff members created and held a very successful Trivia Night, which got a lot of positive comments from participants, and other libraries have reached out to the team to share their approach so they could present to their patrons. Chair Murphy asked the Director to give her the names and addresses of the team to write them a personal thank you note for their good work.

Director Dean asked the Board if there were any questions or comments about the monthly spending report and department statistics. The Board had no questions but indicated that the utilization statistics were very positive and encouraging. The director indicated that due to a lag in invoicing from vendors, some of the spending categories do not reflect the actual expenditures year to date. She indicated that this will be caught up in January. There will be some differences in spending as no physical newspapers and magazine subscriptions have been renewed at this time as the materials cannot physically be safely circulated. Some have been converted to online access, such as the New York Times, so patrons can still access the content.

Director Dean indicated that the Bag of Books program has been well received and anticipates more participation as the program becomes more widely known.

Director Dean relayed that the Annual Holiday Cookie Decoration program was held again this year, albeit a bit differently given Covid 19 protocols. Sherri Holmberg created kits with all the materials needed for the kids to decorate and a virtual cookie decorating session was held. The Board indicated their delight with this approach which spawned thoughts about how to hold a similar event for adults, perhaps as a fundraiser.

**FINANCE COMMITTEE:** Treasurer Morton asked the Board if there were any questions or comments on the 2021-2022 Budget which had been presented last month. Receiving none, she asked for a motion to approve the 2021-2022 budget as submitted. Mary O'Leary made the motion, Robin Grubard seconded. All in favor, the recommended 2021-2022 Budget passed.

**SELECT PERSONNEL COMMITTEE:** At 6:22 pm, Chair Murphy asked for a motion to enter Executive Session and invite Director Dean to join the session to discuss some personnel issues. Connie Kauffman made the motion, Mary Spain seconded. All approved. Discussion ensued.

Chair Murphy asked for a motion to come out of executive session at 6:39 pm. Terri Rotella made the motion, Judy Schlemmer seconded. All in favor. Motion passed unanimously. Executive session ended at 6:39 pm.

Chair Murphy asked for a motion to adopt the Suspend In-Building Services Plan commencing after close of business on December 19. Robin Kahn made the motion, Mary O'Leary seconded. All in favor. Motion passed unanimously.

**ADJOURNMENT:** Chair Murphy asked for a motion to adjourn. Terri Rotella moved to adjourn; Mary Spain seconded. All in favor, motion passed unanimously. Chair Murphy adjourned the meeting at 6:42 pm.

Respectfully submitted,

Tia Murphy