

SPECIAL MEETING

Preston Public Library Board of Trustees
Monday, May 17, 2021 @ 6:30 pm, virtual

1. Call to Order at 6:34 by Kate, seconded by Kelly.
2. Acceptance of previous meeting minutes
 - a. April 12, 2021 Regular Meeting. Kate made a motion to accept the minutes for the April 12, 2021 Regular Meeting with the correction made under New Business:
 - Proposed change to by-laws: Motion made by Kate to amend the Officers and Library Board Meetings Section to state that three (3) Board members will constitute a quorum. To remove item #9 and add it to Section X – Library’s Budget; seconded by Kelly; unanimously passed.
 - Proposed change to by-laws: Motion made by Kate to amend the Board Members and Duties Section to clarify the wording under #9; seconded by Kelly; unanimously passed.

The motion to approve the amended minutes was seconded by Kelly; unanimously passed.

- b. May 10, 2021 (Cancelled)
3. Public Comment: None
4. Treasurer’s Report: As of May 17, 2021 was submitted
5. Correspondence : Chelsea Groton Foundation Grant Award Letter
6. Director’s Report:
 - a. Coronavirus: - Books will be quarantined 2 days. Discussion around the CDC guidelines and Governor Lamont’s mask protocol. Pat made a motion to continue the mask wearing requirement for staff and patrons at the Library until future notice. The motion was seconded by Kate; unanimously passed.
 - b. Circulation: - Slightly down from last month; two most popular categories Adult Fiction and Picture Books are down, but other categories such as YA Fiction and YA/J Graphic Novels are up.
 - c. Facilities:
 - Final quote in for lighting upgrade from World Energy.
 - Biotechpestcontrols visited re: wasp problem; will call for future quote if problem persists.
 - Per new Head of Public Works re: Septic System Pumping--library is responsible for cost.
 - Quotes for HVAC duct cleaning from Stanley Steemer and Servicemaster reviewed. Kate made a motion to accept the quote from Service Master by Mason for \$1,315 with an additional inquiry to be made regarding the inclusion of air handler servicing; Kelly seconded; unanimously passed.
 - Johnson Controls completed annual inspection for the alarm system: batteries need replacing; Johnson Controls submitted a quote for replacement. Library will purchase batteries and install.
 - Quote received from Bazinet LLC for patches/repairs to ceiling from water leak in back room ceiling, replacement of fan in closet, as well as painting of Young Adult and Children’s sections of the Library. Pat made a motion to approve an expenditure of up to

\$1,500 to repair the sheetrock, paint the ceiling, and replace the fan. The motion was seconded by Kate; unanimously passed. Director to pursue separate quotes for the other painting and repair of leaky gutter over entrance that causes icing situation in the winter.

- Large pink chairs donated; reviewing specs on replacements.
- d. Correspondence: -Grant award from Chelsea Groton Foundation.
 - e. Personnel: Staff are getting updated training on Verso, advanced functions of copier machines.
 - f. Finances: April 2021 Request for Town Funds: \$4,378.41; biggest expenses were electricity, heating oil, and Verso Software.
 - g. Other Business:
 - Library received a grant of \$2,500.00 from the Chelsea Groton Foundation for a set of wooden mobile stacks.
 - Director requested Library Passes funding from the Friends of the Library: Friends have agreed tentative to approving the list/cost.
 - Library will be getting an institutional membership to the Connecticut Library Association.
 - Library and Parks/Rec are working on a grant from Eversource to obtain Story Walk Frames for selected location in the town.
 - Researching CIPA (Children's Internet Protection Act) certification. Requirements are: an Internet safety policy, a technology protection measure, such as a filter and a hearing or meeting about the Internet safety policy and technology protection measure, as advertised through a public notice.
 - Summer Programming will include activities and events for adults offered by the library.
 - LION Membership still pending.
7. Old Business
 - Financial Audit/Annual 501(c)(3) Filing – audit underway.
 - Summer Reading/Learning Program – see Director's report.
 8. New Business
 - 2020-21 Budget Update – discussion around current budget status.
 - Library Lighting – plan to schedule a call with World Energy.
 9. Friends of the Library Report : None
 10. Public Comment: None
 11. Adjournment: motion made by Kate to adjourn the meeting at 7:55; seconded by Pat; passed unanimously.

Respectfully submitted,

Edith Sowa
Secretary

Next meeting: June 14, 2021