

## SPECIAL MEETING Minutes

Preston Public Library Board of Trustees  
Monday, August 23, 2021 @ 6:30 pm via Zoom

Present: Kate Allingham, Kelly Ennis-Davis, Pat Bell, Edie Sowa, Diane Deedy (Director)

1. Motion made to call to order at 6:35 pm by Kate.
2. Acceptance of previous meeting minutes; motion made Pat; seconded by Kelly; unanimously passed.
  - a. July 12, 2021 Regular Meeting
  - b. August 9, 2021 Regular Meeting – Notice of Cancellation
3. Public Comment: none
4. Treasurer's Report as of August 2021 was submitted.
5. Correspondence-The Library received a donation from Wicked Tulips in honor of Kelly's volunteer efforts. -The Library received a check from Fidelity Charitable donated by Rabbi Jeff and Mindy Glickman.
6. Director's Report:

**Coronavirus:** -Masks are still required inside the building; materials are still being sanitized for 2 days. -Library will be hosting a vaccine clinic in partnership with Hartford Healthcare in September.

**Circulation:** -Figures significantly up from last month; increase in children's collection circulation, other popular categories are Adult Fiction, YA Fiction, DVDs, and Mystery. Books loaned through ILL have also increased.

**Facilities:** -Ceiling areas from the 2019 leak have been repaired. -Septic Tank has been pumped.

**Personnel:** -Library has a new regular volunteer and several names pending for volunteer assignments.

**Finances:** -July 2021 Request for Town Funds; biggest expenses were health insurance and dental, building/maintenance, emergency repairs to alarm system, electricity, and books.

**New Business:** -Library received a grant from Griswold Sunflower 6K for the purchase of award-winning Children's Books. -Director met with Hartford Healthcare representatives for upcoming vaccine clinics in September. -Wildlife Photography exhibit of local artist Susan Rostenberg has been extended during the month of August due to great response. -Poster exhibit from Smithsonian Sites for One Book One Region, "I Want The Wide American Earth: An Asian Pacific American Story" is on display. -Exhibit featuring the art and photography of Sarah J. Thornington highlighting marine plastic pollution will be on display during September; Preston was chosen to display the 9/11 exhibit for September-September 2021 Programs are planned.

**Friends:** -Friends meeting scheduled for Friday, August 27. -Memberships for Friends of the Library are coming in. -Passes purchased by Friends are coming in and should be ready for circulation by September.
7. **Old Business:** -Director had a meeting with Director of LION Consortium and Head LION Tech Director about data migration; possible target date of October. -Lighting upgrade delayed due to materials. -Additional mobile stacks being ordered from DEMCO. -Summer Programming is wrapping up. -Interns from United Cerebral Palsy of Eastern Connecticut's job training program will return in September to work on cleaning duties.

FY 2020-2021 Library Budget : Upon review of the financial report provided by Diane, the following actions were discussed for the remaining FY2020-2021 fiscal year\*.

1. Transfer \$2,248.63 from Line Item 5301 – Professional/Technical to Line Item 5201 – Health/Dental
2. Transfer \$2,080.62 from Line Item 5121 – Classified Staff\*\* to 5225 – Unemployment
3. Transfer \$1,004.26 from Line Item 5301 – Professional/Technical to Line Item 5613 – Books
4. Transfer \$771.31 from Line Item 5336 – Repairs/Maintenance to Line Item 5402 – Leases
5. Transfer \$150.00 from Line Item 5835 – Travel and Meeting Reimb to Line Item 5810 – Dues/Fees
6. Transfer \$141.96 from Line Item 5645 – Newspapers/Periodicals to Line Item 5811 – Teleconferences
7. Transfer \$32.36 from Line Item 5645 – Newspapers/Periodicals to Line Item 5660 – Software

\*One additional unemployment bill from the State of CT Labor Department from FY 2019-2020 is anticipated for approximately \$2060.02 to be taken from Line Item 5121 – Classified Staff.

\*\*Transfer from this line item per instructions received from John Spang.

Kate made a motion to approve the line item transfers as discussed. The motion was seconded by Pat; motion was unanimously passed. The request for line item transfers will be submitted to the Board of Selectmen.

**Adjournment:** Motion made by Kate at 7:44 p.m.; seconded by Pat; motion unanimously passed.

8. Next Meeting: September 13, 2021

Respectfully submitted,

Edie Sowa, Secretary