

# Board of Library Director's Meeting Minutes

## December 5, 2023

### 1. Call to Order-7:00pm

**Attendees:** Jodi Papazian, Daniel Cooper, Jenn Cavallari, Teri Beck, Sandy Hierl, Mary Art, Sanford Mazeau, Debbie Fields. Absent- Sarah McCusker and Craig Winter

### 2. Public Comment: None

**3. Approval of Minutes:** Last month's minutes were corrected to state the mailings from the Friends were going to people who had donated before instead of town mailing. Approved by Debbie and seconded by Daniel.

### 4. Correspondence: None.

### 5. Ongoing Business:

#### **Friends of the Library-**

The December mailing with a donation envelope is sent to people who donated the past year and have yet to make a donation this year. They are \$115 over budget for the year.

Thank you event will be held in March to thank the volunteers of the library.

Budget submitted 3 weeks ago but are waiting for the union negotiations to be voted on to give more answers on the salary part.

Instead of a shed in capital it was changed to a refillable water station to be installed.

Hazmat binder was looked over by Jenn and she offered free OSHA website for when the contract is up to see about saving the money on the contract.

Library Sign- The hanging sign has been taken down. The new sign will have letters that will be inlaid and reflective. It will be installed by town.

6. **New Business:** We received a fiber grant from the state in the amount of \$26,895. The State has contracted with Novus who will be responsible for the upgrading, configuring and deployment of all new equipment in an effort to make our fiber connection faster, better, modern and more secure.

The solar charging system is with the attorney's office for discussion.

## 7. Director's Report:

Budget-still waiting for the finalization of the upcoming budget.  
A new cash register is needed for the desk.

### Library Statistics

Doing well with Hoopla with an increase of downloads. Circulation has increased this month as well. The program attendance has increased with the many programs now being offered. Library visits have also increased slightly from last year.

Tumblebook usage is way down and the subscription to the database may not be renewed in September.

Consumer Reports database is seeing high use from patrons.

### Upcoming News/ Events

Children's Non-Fiction collection is being weeded and updated.

The Chamber of Commerce sponsored an ornament making event at the library in correspondence to the annual Holiday Sing/Tree Lighting.

The winter calendar is out and offers a large variety of programs for patrons of all ages.

April has submitted a grant to the CT Humanities for funding for two programs – one for Take Your Child to the Library Day in February and another program for home school children in the spring.

Alex has begun offering Lit Kits for teens. This is a monthly subscription box curated with a book selected for them as well as some treats and at-home activities. Her first month offering Lit Kits saw a huge response of 10 participants.

Suggestions from the Board is to show the budget committee the calendar activities to show how busy the library is with programs.

The LMHS girls' lacrosse team is holding a fundraiser on Dec. 16 from 11-3 by wrapping gifts. These girls are the ones who volunteer for the spring book sale by carrying the books up from the basement.

**8. Adjournment** at 7:48pm. Next meeting will be Tuesday, January 2, 2024, at 7:00pm

**Submitted by Teri Beck**