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**Easton Public Library
Board of Trustees Meeting Minutes
Library Community Room
February 6, 2023**

Present. L. Zaffino, V. Rozo, G. Bindelglass, E. Boyce, R. Neiger, D. Parker, A. Burke and G. Hajek
Guests: None

1. Meeting was called to order at 7:04pm
2. Approval of Minutes: A motion was made by Adrienne and seconded by Renee to approve the November minutes. All were in favor.
3. Treasurer's Report: Vanguard funds have been stable since the last report out in November. The variations in the checking account were discussed.
4. Library Director's Report: Please see attached.
5. Friends of the Library Report: Please see attached.
6. Bills and Communications: Monies were reimbursed to the Friends of the Library for the money received for the tree lighting as they used our credit card Square. The income from the Giving Tree was discussed. The amount was less than last year. Donations to the library were also discussed.
7. Public Participation: None
8. Old Business:
 - a. **Elect Board Liaison to the Friends of the Library**: As per our agreement, a Library Board member should be attending each Friends meeting. Elizabeth has volunteered to attend the February meeting.
 - b. **Sound System Upgrade**: Has been completed. This includes speakers and a receiver. There is still a significant echo in the room. It was suggested to put acoustic tiles in the system to minimize the echo. The Arts Council is applying for a grant to possibly either help with the tiles or to replace the existing projector.
 - c. **Community Room Sign**: Looking to put a free-standing sign in the front of the Community Room as people are often confused as to where the room is.
9. New Business:
 - a. **Board Vacancy**: Paul Wizda has resigned from the board. Elizabeth Boyce has graciously taken his spot. Diane Parker has also joined the board as an alternate.
 - b. **Budget**: Lynn has had the preliminary meeting with the First Selectman and Christine Calvert. Looking for some increases in the education budget line for the staff and reinstituting a food budget and the Page as a paid position. Total percentage increase will be 0.9% of the total budget.
 - c. **Updated Policies**: Policies presented include the Code of Conduct policy and the policy of Child Behavior and Supervision. The policy on The Removal of Patrons from the Library will be incorporated into the Code of conduct policy and therefore it was removed. The policy on Cell Phone Use will also be removed as it is no longer applicable. A motion was made by Veronica and seconded by Adrienne to accept the updated polices and eliminate the outdated policies. All were in favor.

Motion for adjournment made by Veronica and seconded by Elizabeth. All members agreed.

Meeting adjourned at 8:30pm
Next meeting: March 6, 2023

Submitted by,
Gloria Bindelglass

EASTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – February 6, 2023
LIBRARY DIRECTOR'S REPORT

1. Staffing has been a challenge recently. We have three employees out on medical leave.
2. In January, we brought back our Exam Study Nights for the high school students. We stayed open until 9pm for three nights. We had a great turnout, with 20 kids the first night, and 40 kids each the second and third nights. The Friends of the Library generously donated funds for food.
3. We are partnering with Christ Church Easton and Easton Diversity & Inclusion Task Force (EDIT) for a monthly Racial Justice Film Series, beginning on February 9 and running through May.
4. I am getting prices on having panic buttons installed throughout the Library. This comes after an upsetting incident in which a prank caller called the Library about 30 times in a half hour. He was rude and inappropriate.
5. I am also planning to acquire wifi hotspots that we would loan out to patrons. There is a minimal charge for the hotspots through a special program for nonprofits, and I plan to use Friends funds for the annual wifi connection fee of \$120 per device.
6. Upcoming special programs include the following:
 - 2/9 – The Lost Tribe – African Drumming & Dancing
 - 2/9 – Racial Justice Film Series – *13th*
 - 2/10 – Blood Drive
 - 2/13 - Meditation Class
 - 2/25 – Easton Architects' Art Reception
 - 2/28 – History & Culture of the Mohegan Tribe
 - 3/18 – Author Talk – Darcie Little Badger – One Book/One Town
 - Chess Club – Mondays @ 5:30

Submitted by Lynn Zaffino
2/2/23

Easton Public Library Board of Trustees
Regular Meeting – February 6, 2023
Friends of the Library Report

We started the year with \$20k in the bank.

On January 15th Phyllis Machledt and Ann Denton delivered a \$300 donation to Jesse Lee Church and thanked them for hosting our book sorting in preparations for the used book sale. The leaders of the church expressed their appreciation and said that we were welcome to use their hall for book sorting again this year.

We have confirmed dates for upcoming events:

- Love Your Librarian Feb 14th
- Library Giving Day Tuesday April 4
- Used Book Sale Friday Sept 29 thru Sunday Oct 1
- Holiday Market & tree Lighting Sunday Dec 3

Other events are being planned:

- Audubon Society Birds of Prey tentatively Saturday May 6
- Wine & Cheese event TBD

We have formed committees to focus on use of funds, membership, other events, and web site issues.

The results so far are:

- We allocated \$5k for the library to use on programs and other small items that previously had to be preapproved individually.
- The membership subcommittee is updating our mailing lists.
- George Hajek is meeting with Beth Cliff to update our website and add integration with Paypal and email.

Going forward we would like to engage with the board on how to grow the FOEPL and how to promote our activities.

Our next meeting will be via zoom at 7:30 on February 22nd