

**Easton Public Library  
Board of Trustees Regular Meeting Minutes  
Zoom Meeting (recorded)  
October 5, 2020**

Present: L. Dollard, G. Bindelglass, A. Burke, V. Rozo, S. Pearlman, P. Wizda and L. Zaffino

1. Meeting was called to order at 7:03pm.
2. Minutes from August: Meeting minutes were approved with a motion by Veronica and seconded by Adrienne. Discussion was had if we should change the account status from municipal to Foundation status so that Morgan Stanley will be able to invest the money.
3. Treasurer's Report: No significant change in the balances at Morgan Stanley or People's Bank account at this time.
4. Library Director's Report : Please see attached.
5. Bills and Communication : Two monetary donations received since August.
6. Public Participation : None
7. Old Business:
  - a. Children's Expansion: Still on hold at this time.
8. New Business:
  - a. Friends of the Library: The remaining two members of the Friends have resigned their positions. At present there are no active members of the Friends.
  - b. Mission/Vision Statements and Tagline: All were created by Lynn and the staff and they were presented to the Board for approval. A motion was made by Linda and was seconded by Shari. The motion passed unanimously.
9. The meeting was adjourned at 8:12 pm with a motion by Linda and seconded by Veronica

Next meeting November 9, 2020

Submitted by,  
Gloria Bindelglass

**EASTON PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING – October 5, 2020**  
**LIBRARY DIRECTOR'S REPORT**

1. Things are going smoothly and safety protocols are being followed. We have done away with the 30-minute time limit for patrons.
2. We have sent out a Library Use Survey in an email blast to determine people's needs and anticipated library habits during the pandemic. So far, we've received 90 responses. Some of the key results are as follows: 71% of the respondents have been in the Library since reopening, 85% plan to visit the Library with the same pre-pandemic frequency, 37% plan to attend virtual programs over the coming year, and 48% would like to see expanded hours. Therefore, we are reinstituting our late night on Thursdays. For now, we will stay open until 7:00 on Thursdays, starting on 10/8. Sadly, only 19% of respondents utilized our digital resources during the time we were closed.
3. Staff Development Day was held on 8/28. It was an informative day and most of the staff comments were positive.
4. I am working with Chief Doyle to create a specific emergency plan for the Library.
5. For a long time, I have wanted to get a sign for the building that says "Easton Public Library." I am working with Easton resident Michael Ogrinz to design and build one for me. He has estimated that it will cost approx. \$1500.
6. The Library is partnering with Route 2 Prevention (formerly ERCCC) to launch the Best Lives Book Club. The objective of this book club is to begin a discussion around how we achieve happiness, success, and finding a purpose in life that is unique to us. It will also offer parents lots of great ideas for helping kids along the way. This book club is also being held at the Mark Twain Library in Redding.
7. I have implemented the following cost-saving measures: replaced our rented water cooler with a purchased one; switched phone and internet lines from Optimum to Granite Communications; and replaced our current credit card processor (Harbor Touch) with a Square terminal.
8. Upcoming special programs include the following (all are virtual):
  - 10/1-10/31 Kids' Creative Writing Contest
  - 10/8 – Author Talk w/Easton resident Alisha Gorder
  - 10/8 – Money Management for Teens
  - 10/17 – Padawan Training (Ages 5-10)
  - 10/19 – Best Lives Book Club Inaugural Meeting
  - 10/21 – Author Talk w/Easton resident Shari Butler
  - 10/22 - Art Reception w/Harvey Paris
  - 10/24 - FOL Car Parade
  - 10/30 – Blood Drive

Submitted by Lynn Zaffino  
9/24/20