

**Easton Public Library
Board of Trustees Regular Meeting Minutes
August 7, 2023**

Present: V. Rozo, S. Pearlman, R. Neiger, E. Boyce, D. Parker, A. Burke, G. Hajek and L. Zaffino.

1. Meeting was called to order at 7:05pm
2. Approval of Minutes: A motion was made by Adrienne and seconded by Renee to approve the June minutes. All were in favor.
3. Friends of the Library Report: George reported that 89 boxes have been sorted for the book sale. They are keeping count of the boxes by category. A floor plan will be needed. Pre-K teachers will be invited to come at the end of the sale and pick out books for their classrooms. Lynn will update the teacher list and send it to Ann. The by-laws will be looked at in the fall. The next event after the book sale will be the Tree Lighting. The Friends have lost some members recently. They will revisit the Wine & Cheese event next year – not sure if it's worth doing from a financial standpoint. The \$5,000 CD is coming due in September and will be transferred to the Board, as it is earmarked for the expansion project.
4. Treasurer's Report: Accounts were reviewed. A large donation was received from a patron using her credit card. Elizabeth inquired about whether we have an online portal for donations. Lynn said no, but she will look into it.
5. Library Director's Report: Please see attached.
6. Bills and Communication: No recent bills. Lynn gave Shari information on two recent donations that need thank-you notes sent. Shari asked Lynn for more stationary.
7. Public Participation: None
8. Old Business:
 - a. **Children's Expansion/Building Committee**: Dave Bindelglass' office has one person interested in joining the committee, but she has to be vetted. Dara Ghavami has resigned from the committee. Kristi will continue on the committee (but not as Chair), but will not be a voting member, due to a possible conflict of interest. Adrienne knows a couple of architects from Stewart-Schafer Architects – she will ask them if they are interested in serving on the committee. Lynn will speak to Christine Lee, A Friends' members, who had expressed interest. It was agreed that we will invite committee members to the October Board meeting. Elizabeth suggested talking to Phil Doremus about building/remodeling ideas. Adrienne will speak to him as well.
 - b. **Community Room Sign**: Lynn met with Mike Ogrinz, who is constructing the sign, to discuss dimensions and materials. The materials are available and Mike plans to have the sign done soon. It is estimated to cost \$1,000 or less. DPW will pour the foundation for the posts. Lights for the sign were suggested. Lynn will check the ordinance.
 - c. **Anne Lindquist Award Reception**: Lynn just received names of invitees, so the invitations will go out this week. She will also write an article for the Courier and send it out this week. Reception will be held on Library Lawn and the tent will be

used. We will have to get a few extra people to help set up the tent. Adrienne will pick up the beverages. Lynn will order the food from Carl Anthony. She will also get the nameplate engraved for the plaque. Lynn will ask Gloria to order the tablecloths. Renee will pick up the flowers. Ideas for gifts were discussed.

- d. **Policy Updates:** Tabled
 - e. **New Board Member Orientation:** Lynn had put together a list of items to create a New Board Member Orientation packet. She asked for more ideas.
9. New Business:
- a. **FOIA Request:** Lynn explained the FOIA request that she received, requesting all Library collections purchases from 1/1/18 through 7/1/23. Fortunately, Bibliomation was able to run a report. Otherwise, it would have been very labor intensive, as it would have required scanning or copying all of the hard copies. Elizabeth requested a copy of the list. Lynn will send it to her.
10. Motion for adjournment made by Renee and seconded by Elizabeth. All members agreed.

Meeting adjourned at 8:35pm

Next meeting: September 11, 2023

Submitted by,
Lynn Zaffino

EASTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – August 7, 2023
LIBRARY DIRECTOR'S REPORT

1. We have three new employees: Jane Helfgott, Cataloger, started on 6/12. Thomas Evans, Shelver, started on 7/5. Brittany Perigyi, Youth Services Programming Assistant, started on 8/2. All are working out very well.
2. Our annual Staff Development Day will be held on Friday, August 25 from 9am-4pm. The Library will be closed that day. We will be hearing presentations on Intellectual Freedom, Pronouns, and Servicing Individuals with Intellectual Disabilities. We will also have a couple of staff brainstorming sessions on different topics.
3. Mary Beth and I will be attending the Library Leadership Institute, sponsored by CT Library Association, on Friday, August 11 at Middlesex Community College.
4. The Friends have given us \$500 to purchase lawn games for our Library of Things. We now have bocce, cornhole, croquet, horseshoes, and several other games. They are circulating well and people are really excited about them.
5. Upcoming special programs include the following:
 - 8/10 – Innovation Space Open Hours (Ages 6-18)
 - 8/10 – Big Summer Read Book Discussion
 - 8/11, 9/11 - Red Cross Blood Drives
 - 8/11 – Cookies & Coloring (Gr. 6-12)
 - 8/17 – Mug Craft (Gr. 6-12)
 - 8/23 – Art Reception/Geri Gould
 - 9/7 – Tech Talk
 - 9/9 – Art Reception/Barbara Loss

Submitted by Lynn Zaffino
8/2/23