

Library Board of Directors  
Somers Public Library  
June 1, 2020

Members present: Lisa Gladysz, Mike Gruber, Dave Marti, Bonnie Mazzoli, Andy Phillips, Sharon Renzoni, Bob Socha, Shirley Warner  
Absent (excused): Gene Grayson  
Also present: Jessica Miller, Library Director

Chairperson Andy Phillips called the meeting to order at 6:34 pm.

Minutes from the March 2, 2020 meeting were presented and reviewed. S. Renzoni moved to approve; seconded by B. Mazzoli. Abstentions: D. Marti, B. Socha. Approved.

*First Audience to Citizens:* None

*Correspondence:*

The library received a note and donation in appreciation of the Downton Abbey Tea program that took place on February 29<sup>th</sup>.

*Treasurer's Report:*

The Treasurer's Report was distributed and income and expense items were explained in detail. The transition of United Bank to Peoples United Bank due to the merger was discussed. The Board feels the new monthly fees are excessive given the nature of our organization, which may necessitate a change in banks. S. Renzoni will investigate the fee structure of Webster Bank. The report will be filed for audit.

*Financial Business:*

Invoices were presented for authorization. S. Renzoni moved to approve the invoices; S. Warner seconded. Approved.

The March/April/May budget to actual report was distributed and individual items discussed. Concern was expressed over the amount of oil consumed compared to the budget, given the relatively mild winter. The tank will be investigated at the nearest opportunity to ensure there are no leaks. The report will be filed for audit.

*Committee Reports:*

*Building Maintenance* – While the Sonitrol issues have been resolved, B. Socha expressed concern that the Library was charged for services it didn't receive. He will pursue with Sonitrol. J. Miller reported on problems with the Library's phone system that continued for several weeks. After service calls and investigation by both Cox Communications and Charter Oak Telephone, it appears the issues are resolved. J. Miller also reported that Plexiglas shields were installed in front of the circulation desk in accordance with post-COVID re-opening guidelines.

*Friends of the Library Liaison* – J. Miller attended the virtual FOL meeting held May 11<sup>th</sup>. The group continues to evaluate options for its fall book sale. The sale in March was cancelled due to COVID-19. Options contemplated include an outdoor sale under a tent with books grouped in grab & go bags by genre.

*Strategic Planning Committee* – Prior to the Board meeting, G. Grayson circulated the strategic plan and supplemental information via email. The Board will take time to review and absorb the information and discuss at a future meeting. The Board recognized the Committee for the impressive work they did on the plan.

*Old Business:*

Endowment Fund – this subject was tabled until a future meeting.

*New Business:*

- Post-COVID re-opening plans – J. Miller presented a phased re-opening plan for the Board's review. The Board was impressed with the amount of work and thought that went into the plan. The Board is satisfied with the plan, believing it to be valid and viable. The Board thanked Jessica for her hard work in developing the plan.
- Changes to library policies due to COVID-19 – S. Warner made a motion to allow the Library Director to have the discretion to temporarily modify or override existing library policies as needed to ensure the safety and health of the public and staff during the COVID-19 pandemic. Seconded by B. Socha. Motion passed.
- Bills during the summer – S. Warner made a motion to enable A. Phillips to authorize the bills to be paid during the Board's summer hiatus and, if necessary, call a meeting to review. Seconded by S. Renzoni. Motion passed.

*Director's Report:*

J. Miller elaborated on her written report, which outlined all of the activities, maintenance, event attendance, and programs that occurred in March, April, and May. She also reported on the success of some of the virtual programs (book discussions, story times) and that the staff has been working hard remotely pursuing job-related learning activities. The report was accepted as presented.

*Second Audience to Citizens:* None

Meeting was adjourned at 8:08 pm. Next meeting will be September 14, 2020.

Respectfully submitted,  
Lisa Gladysz

MINUTES NOT OFFICIAL UNTIL APPROVED AT A SUBSEQUENT MEETING