

Library Board of Directors
Somers Public Library
September 14, 2020

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

Chairperson Andy Phillips called the meeting to order at 6:35 pm.

Minutes from the June 1, 2020 meeting were presented and reviewed. S. Renzoni moved to approve; seconded by B. Mazzoli. Abstentions: G. Grayson. Approved.

First Audience to Citizens: None

Correspondence: None

Treasurer's Report:

The Treasurer's Report was distributed and income and expense items were reviewed. S. Renzoni expressed concern over the checking account balance due to the lack of income from donations and fines since the pandemic started. Income is projected to be low for the foreseeable future. She will request a transfer of \$5,000 from the Schwab account which should cover the rest of the year. The report will be filed for audit.

Financial Business:

Invoices were presented for authorization. Due to the high number of Board members participating virtually and unable to review the invoices, L. Gladysz made a motion to enable A. Phillips to authorize the bills to be paid this month. S. Warner seconded. Approved.

The final FY20 budget to actual report was distributed and individual items discussed. While some line items were over and some were under budget, the total spent was under budget by \$2,251.07. The two largest overages were Automated Services and Heat. J. Miller also presented the budget to actual reports for July and August. A. Phillips expressed concern over the increased consumption of cleaning supplies and whether there may be town/state/federal funds available to provide financial relief. In the short-term, funds from other line items may need to be shifted to cover these increased expenses.

J. Miller also provided reports of total income (\$15,311.01 of actual income, plus \$56K transfers in from Schwab account) and expenses (\$67,535.06) paid by the Board for FY20. The majority of expenses were building related, the largest of which were for the security upgrades and story time flooring. An income discrepancy was noted in the printed reports. Corrections will be made and the reports will be filed for audit.

Committee Reports:

Building Maintenance – J. Miller reported on several building issues that surfaced over the last several months, including: fire system problems, security camera malfunctions, the Library's website was hacked and malicious

malware embedded causing inappropriate pop-ups, technology issues, HVAC compressor leaks, and voicemail system problems. All but the voicemail issues appear to be resolved for now.

Friends of the Library Liaison – B. Mazzoli expressed the Friends’ appreciation to the Board for allowing the book sale to occur as planned. The sale has gone well and has received positive comments all around.

Strategic Planning Committee – Detailed review of the strategic plan has been suspended until the Spring when the Board can safely meet in person to collectively discuss the initiatives. G. Grayson noted that the plan is not time sensitive. J. Miller will put the Committee’s survey results on the Library’s web site once it is confirmed that there are no lingering web site issues.

Old Business:

Endowment Fund – G. Grayson will provide proposed edits to the existing investment policy to the Investment Sub-Committee for consideration.

Pandemic adjustments to library operations – 3 topics:

- Part-time staff member on unpaid leave until Jan 2021. A job opening will be posted for a temporary worker to cover the missing hours.
- The town believes there is no longer a need for mid-day cleaning. The Board concurred as the staff is frequently wiping down commonly touched surfaces throughout the day. Bathrooms are getting little use. A mid-day cleaning provides little additional protection. A motion was made by S. Warner to discontinue the mid-day cleaning. Seconded by B. Mazzoli. Motion passed.
- The library will not expand its current hours at this time. Saturdays were added at the beginning of September. The library is currently not busy enough to consider adding additional hours.

New Business:

Phone System - J. Miller reported that the library’s phone system is antiquated and the voicemail no longer works. Charter Oak provided a detailed proposal for a new system to meet the library’s needs at a cost of \$3,628.13, plus \$75 per month for the SIP trunk line. L. Gladysz made a motion to approve moving forward with the Charter Oak proposal using funds from the operating budget. S. Renzoni seconded. Motion passed.

Director’s Report:

J. Miller elaborated on her written report, which outlined all of the activities, maintenance, virtual events, and programs that occurred over the summer. The report was accepted as presented.

Second Audience to Citizens: None

Meeting was adjourned at 8:00 pm. Next meeting will be October 5, 2020.

Respectfully submitted,
Lisa Gladysz

MINUTES NOT OFFICIAL UNTIL APPROVED AT A SUBSEQUENT MEETING