

Library Board of Directors
Somers Public Library
November 2, 2020

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

Chairperson Andy Phillips called the meeting to order at 6:33 pm.

Minutes from the October 5, 2020 meeting were presented and reviewed. S. Warner moved to approve; seconded by S. Renzoni. Abstentions: M. Gruber. Approved.

First Audience to Citizens: None

Correspondence: The Board received a thank you card from Mike Gruber.

Treasurer's Report:

The Treasurer's Report was distributed and income and expense items were reviewed. S. Renzoni reported that the \$4,000 transfer requested from the Schwab account will be reflected on the November report. She noted that the bank statements are not received until 5 – 6 days after the end of the month, and are therefore not received before Board meetings that occur at the very beginning of the month. The report will be filed for audit.

Financial Business:

Invoices were presented for authorization. B. Mazzoli made a motion to approve the invoices as presented. L. Gladysz seconded. B. Socha abstained. Approved.

The October budget to actual report was distributed. J. Miller reviewed individual line items and noted that income is still relatively low. She also informed the Board that the Town approved the transfer of the phone system expense from the Printed Materials line to the Technology line, but had not yet reflected it in its reports. She will adjust the budget to actual report once the town adjusts theirs. The report will be filed for audit.

Committee Reports:

Investment Committee – A. Phillips reported that he, S. Warner, and G. Grayson met virtually to discuss wording clarifications to the investment policy. A final draft will be presented to the Board for approval at a future meeting.

Friends of the Library Liaison – B. Mazzoli again expressed the Friends' appreciation to the Board for allowing the book sale to occur as planned. She informed the Board that the Friends will host a drive up Santa celebration on December 5th. Children under eight will receive goody bags and there will be two opportunities for photo ops with inanimate props for safety. Marketing and a registration announcement will be forthcoming in the next week or two.

Old Business:

Phone System - J. Miller reported that the new phone system is a change from an analog system to a voice over internet protocol (VOIP) system. There were some paperwork delays; however, she expects the system to be installed next week.

Pandemic Procedures Update – appointments are no longer necessary for patrons to visit the library. Walk-ins are now welcome, with masks and hand sanitizing. The library will begin offering the Blake Room for meetings of fewer than 15 people, with some safety precautions and provided the library staff does the set up. D. Marti had a few questions regarding information on the library’s website which were addressed by J. Miller.

Sprinkler System – B. Socha and J. Miller discussed the need for the sprinkler system to be updated. Scheduling is still in progress.

New Business:

2021 Library Calendar – J. Miller presented the proposed calendar of library closing dates for 2021 that includes December 24th and 31st, the federal dates of observance for Christmas and New Year’s Day, respectively. S. Warner made a motion to approve the calendar as presented with the exception of June 5th, the date of the potential Bowers Tournament. A decision to close on that date will be made once it is determined if the tournament will occur in 2021. S. Renzoni seconded the motion. Motion passed.

Staff Holiday Appreciation – The Board would like to recognize the library employees and show its appreciation for their hard work during the pandemic. S. Warner made a motion to increase the gift amount compared with last year for the staff who continued to report to work throughout the COVID crisis. B. Socha seconded. Motion passed.

Director’s Report:

J. Miller elaborated on her written report, which outlined all of the activities, maintenance, virtual events, and number of curbside deliveries/in-person visits. She also noted that Somers Comes Together (SCT) donated books for various age groups addressing addiction and will be displayed as a special collection in the library. The report was accepted as presented.

Second Audience to Citizens: None

Meeting was adjourned at 7:28 pm. Next meeting will be December 7, 2020.

Respectfully submitted,
Lisa Gladysz

MINUTES NOT OFFICIAL UNTIL APPROVED AT A SUBSEQUENT MEETING