

**Bentley Memorial Library Board  
Regular Meeting  
Tuesday, June 9, 2020**

**1. Call to Order:**

Ms. Holliman opened the regular meeting at 4:00PM via Zoom (meeting will be audio recorded).

**2. Attendance:**

Present at the regular meeting were board members Claire Fazzina, Kelly Goldsnider, Loni Hryn, Rebecca Holliman, Dot Neil, Brook Nowak, Polly Silva and Library Director Liz Thornton.

**3. Approve minutes of the Regular Meeting May 12, 2020.**

Minutes of the Regular Meeting May 12, 2020: A motion was made by Ms. Neil, seconded by Ms. Fazzina to approve the minutes as presented. The motion passed unanimously.

**4. Correspondence:**

The library has received a number of emails thanking staff for services/help. A note was received from patron who was unable to access Zoom book discussion.

**5. Review of Monthly Library Statistics:**

May 2020 Statistical Report was emailed to board members. Numbers are reflective of the library's closure.

**6. Review of Library Budget Summary Report:**

Library budget summary is on track for year end. Due to library closure projected other contracts funds for programs and payroll funds for pages and substitutes will be returned at the end of this fiscal year.

**7. Director's Report:**

- A copy of Director's Report was emailed to board members.
- A copy of CT State Library Division of Library Development COVID-19 Reopening was emailed to library board members.
- The library will offer adult book discussions and children's story times via zoom.
- The library staff continues to perform all duties assigned, respond to requests via phone, email and online for outside pick up, collect weekend newspapers, review and weed the audio books on CD collection and shift, relabel and weed the series collection. Current library hours are 10am-5pm Monday thru Thursday. Staff is working from home one to three days a week. In person staff meeting was held June 8, 2020.
- The library is purchasing new materials and supplies (2 boxes of masks, 3M KN95 masks and hand sanitizer). Ms. Thornton completed a CLC Survey for PPE. The town has provided gloves and sanitizer spray; Ms. Thornton has requested additional PPE.
- Book Drop is open 24/7, returned materials is quarantined off site and then in house for seven days.
- The library newsletter is emailed weekly to patrons with email addresses on file.

- Reopening plan continues to be developed by staff; there is no date or Reopening plan from the Town of Bolton at this time. There are a number of libraries in Connecticut that have a modified June opening.
- Building grounds staff continue to sanitize library. Shields were installed around circulation desk and library ordered a separate shield for swing door. Scaffolding is in place and replacement bulbs were ordered to replace seven lights in the main reading room of the library.
- The AED machine was inspected.
- The library is offering material delivery through Bolton Senior Center; one person has utilized this service to date.
- Professional development and meetings continue through Zoom.
- C-car material that was in delivery vans during the closing was received June 5, 2020. The library filled three C-car bins to return material for pick up June 8, 2020. Regular deliverIT CT service will resume June 11 or 12, 2020.
- FindIT CT patron initiated staff mediated development is underway.
- Bibliomation is considering ZOOM training for Evergreen Web Client Conversion. Bibliomation suspended holds on March 20, 2020. The only hold requests Bentley Memorial Library is receiving at this time is for Bolton patrons.
- Ms. Thornton met with Gary Silver, Town of Bolton Media Specialist. Mr. Silver is creating an A to Z Guide of services offered by the Town of Bolton.
- Time sheets, requests for time off, purchase orders, invoices, and request for payments are scanned and emailed to appropriate departments.
- Ms. Thornton is working with Bolton Center School Librarian, Jennifer Vesce, to provide information on Bentley services to support their summer reading program. Bentley Memorial Library will be offering Curbside Kits and Grab & Go Bags with thematic books and crafts.
- Mr. Josh Kelly acknowledged what the library is doing during these fascinating and challenging times. Ms. Thornton is talking with Mr. Kelly about replacing library computers with a computer that has a camera for Zoom meetings.
- Ms. Thornton thanked library board for their support.

**8. Old Business:** None

**9. New Business:** None

**10. Adjournment:**

A motion was made by Ms. Goldsnider, seconded by Ms. Neil to adjourn the meeting at 5:00pm. The motion passed unanimously.

The next meeting date is August 18, 2020 at 4pm.

Respectfully Submitted,

Kelly Goldsnider  
Bentley Memorial Library Board Secretary

Please refer to minutes of subsequent meeting for any addition or correction to these minutes.