

**Bentley Memorial Library Board
Regular Meeting
Tuesday, December 8, 2020
206 Bolton Center Road, Bolton, CT.**

1. Call to Order:

Ms. Holliman opened the regular meeting at 4:07PM via Zoom.

2. Attendance:

Present at the regular meeting were Chair Rebecca Holliman and board members Claire Fazzina, Kelly Goldsnider, Loni Hryn, Dot Neil, Brook Nowak and Library Director, Liz Thornton. Absent with notice was board member Polly Sylva.

3. Approve minutes of the Regular Meeting November 10, 2020.

Minutes of the Regular Meeting November 10, 2020: A motion was made by Ms. Goldsnider, seconded by Ms. Nowak to approve the minutes as presented. The motion passed unanimously.

4. Correspondence:

Ms. Thornton received an email from Ms. Sylva regarding tree lighting and suggested events for January.

5. Review of Monthly Library Statistics:

Ms. Thornton distributed via email November 2020 Statistical Reports to board members; noting increase in downloadable loans and interlibrary loans holding steady.

6. Review of Monthly Library Budget Summary Report:

Ms. Thornton distributed via email Library Summary with Salary Expenses to board members. Ms. Thornton reported budget is on track.

7. Director's Report:

- Upon request, Library Policies and Procedures were sent to Mr. Kelly.
- Library Newsletter is going out twice a month.
- Upcoming programs via Zoom include Children's Storytime, Adult Book Discussion, Adult Paint Night and Blanket Drive.
- Ms. Thornton requested new desktops for remote desktop accessibility.
- New scanner was purchased for inventory.
- In honor of Bolton's 300th Anniversary and Bentley Memorial Library's 40th Anniversary Mr. Toomey and Mr. Wiedie were interviewed on CVC.
- The library is working to update their brochure/hand out; consolidating four separate brochures into one.
- Ms. Thornton completed Town Annual Report.
- Ms. Thornton attended CCM Conference, Workshop/Webinars and Town Meetings.
- Board members who attended ALA workshops will give a summary at next meeting.
- The library's budget is due at the end of December, it will remain the same except for salary budget line.
- The library continues to remain open for outside pick up, call or email to schedule pick up. Hours are Monday, Tuesday and Thursday 10:20am to 7:30pm, Wednesday 10am to 4:30pm and Saturday 10am to 2:30pm.

8. Old Business:

None

9. New Business:

Bentley Memorial Library Unattended Child Policy: A motion was made by Ms. Neil, seconded by Ms. Holliman to approve the following changes (highlighted) to existing Bentley Memorial Library Unattended Child Policy: 3) Children under age 12 must not be left unattended in the library at any time. Children over the age of 12 must follow the library policies; if they are disruptive they may be asked to leave the library. 5) At closing time, during power failures, or other emergencies, departure from the building is necessary. Children over the age of the age of 12 left alone in the library or on library grounds could be vulnerable. Every effort will be made to contact parents prior to closing time. Two staff members will remain with a child left unattended at closing time. If at closing time the child is not picked up, the resident state trooper will be called. Staff members will wait with the child until the trooper arrives. Under no circumstances will a staff member drive the child home. The motion passed unanimously.

10. Adjournment:

A motion was made by Ms. Fazzina, seconded by Ms. Goldsnider to adjourn the meeting at 4:50pm. The motion passed unanimously.

The next meeting is January 12, 2020 at 4:00PM.

Respectfully Submitted,

Kelly Goldsnider
Bentley Memorial Library Board Secretary

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