

**Bentley Memorial Library Board  
Regular Meeting  
Tuesday, February 11, 2020  
206 Bolton Center Road, Bolton, CT.**

**1. Call to Order:**

Ms. Holliman opened the regular meeting at 4:00PM.

**2. Attendance:**

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

**3. Approve minutes of the Regular Meeting January 14, 2020.**

Minutes of the Regular Meeting January 14, 2020: A motion was made by Ms. Goldsnider, seconded by Ms. Holliman to approve the minutes as presented changing the budget meeting date from 2/18 to 2/11/2020. The motion passed unanimously.

**4. Correspondence:**

Women Suffrage 19<sup>th</sup> Amendment posters were received.

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

Ms. Thornton distributed January 2020 Statistical Report to board members. Interlibrary loans for the most part are requested through Bibliomation. Ms. Thornton mentioned level of service may change when C Car goes away with the burden of delivery. There are libraries currently doing supplemental deliveries costing \$30 a day.

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

Library budget on track; summary was not distributed to board members. Budget process is a bit different with the goal of things being more transparent.

**7. Director's Report:**

- Ms. Thornton distributed the following handouts to board members: Draft Resolution, Defining the Charge of the Bolton Charter Revision Commission; Unanimously Adopted – October 1, 2019. Bentley Memorial Library Statistics & Information FY 2019-2020. Information requested by Josh Kelly describing Bentley Memorial Library's scope of service and how said services will help deliver these services, explanation of any increase in a line item and capital requests. Information on a new application Acorn from Bibliomation.
- Good attendance at the Podunk Program, Chess Club, Playgroup, Adult Book Discussion and Needlework Group. Knitting Club made twenty nests to help animals in Australia for Westchester Congregation Church in Colchester. Game Night is a work in progress.
- Mr. Kelly is interested in a computer use count.
- Mr. Kelly is working on an Employee Policy Handbook that supplements Union Contract.
- Ms. Thornton reported with the help of the people counter there were 1063 people in and out of the library within the past two weeks.

- Ms. Thornton is looking into patrons with overdue fees with a balance over \$100.
- Bentley Memorial Library continues to sell Bolton's 300<sup>th</sup> Anniversary magnets, medallions, blankets, ornaments and tote bags for sale. There will be a town wide Open House July 18, 2020. During National Library Week Mr. Toomey and Mr. Weidie will hold a discussion, History of the Library and the library will host a Scholastic Book Fair.
- Ms. Thornton is planning a Library Card Sign Up at Bolton Senior Center and Bolton High School.
- The Town of Bolton is considering a town magazine, Bentley Memorial Library has offered their services to help out with this.
- Ms. Thornton reported 94% Satisfaction Library Rating on the Town Survey.
- Ms. Thornton and Ms. Neil will attend Budget Meeting this evening. Ms. Thornton reviewed with board members what she will hand out at meeting.
- Ms. Hryn and Ms. Silva will attend first public Charter Hearing this evening.
- Online time sheets are a work in progress; perhaps testing will begin in a couple of weeks. Minimum wage will increase beginning July 1, 2020 to \$12 per hour for Library Substitutes and Pages.
- Sexual Harassment Training reminder, training must be completed by 2/28/2020.
- Freedom of Information Meeting is February 24, 2020.
- Community Resource Fair is March 13, 2020.
- Copier update: copier in workroom died and the library is looking at options for existing copier in library.
- Ms. Thornton attended a Department Head Meeting, giving updates regarding Bolton Center School's Lock Down. There was a lot of concern with the lack of communication. Lock Down Drills/Policies and Gun Policy were mentioned.
- A policy was created for Library Home Services through Bolton Senior Center and Social Services.

**8. Old Business:** None

**9. New Business:** None

**10. Adjournment:**

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

The next meeting is March 10, 2020 at 4:00PM. Please note this is a different date than was originally scheduled.

Respectfully Submitted,

Kelly Goldsnider  
Bentley Memorial Library Board Secretary

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