

**Bentley Memorial Library Board
Regular Meeting
Tuesday, May 12, 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, Polly Silva and Library Director Liz Thornton. Absent was board member Brook Nowak.

3. Approve minutes of the Regular Meeting April 30, 2020.

Minutes of the Regular Meeting April 30, 2020: A motion was made by Ms. Fazzina, seconded by Ms. Silva to approve the minutes as presented. The motion passed unanimously.

4. Correspondence:

None

5. Review of Monthly Library Statistics:

Ms. Thornton distributed April 2020 Statistical Report to board members via email. Numbers are reflective of the library's closure.

6. Review of Library Budget Summary Report:

Library budget summary is being spent accordingly and is on track.

7. Director's Report:

- The library will offer adult book discussions and children's story times via zoom.
- The library staff continues to perform all duties assigned as well multiple projects such as: updating patron database and series collection. Current library hours are 10am-5pm Monday thru Thursday. Staff is working from home one to two days a week.
- The library is purchasing new materials and supplies.
- Book Drop is open 24/7, returned materials is quarantined off site and then in house for 7-10 days.
- The library newsletter is emailed weekly to patrons with email addresses on file.
- Reopening plan continues to be developed and information was shared with Town Hall.
- The library is promoting: 2020 Nutmeg titles available in Overdrive, Connecticut Library Consortium webinars for small businesses and job seekers, Bolton Social Services Food Pantry and online library card registration and Great Courses.
- The library is offering material delivery through Bolton Senior Center.
- Professional development and meetings continue through Zoom.
- Precautionary measures are in motion, such as moving copier to give more space by entry, sanitizing the library and shields at circulation desk.
- Projected payroll funds of \$8000 for library pages and substitutes will be returned at the end of fiscal year.
- Ms. Thornton clarified library budget was not cut.

8. Old Business: None

9. New Business: None

10. Adjournment:

A motion was made by Ms. Neil, seconded by Ms. Fazzina to adjourn the meeting at 4:40pm. The motion passed unanimously.

The next meeting date is June 9, 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.