

**Bentley Memorial Library Board  
Regular Meeting  
Tuesday, September 8, 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 Kelly Goldsnider, Loni Hryn, Rebecca Holliman, Dot Neil, Brook Nowak, Polly Silva and Library Director Liz Thornton. Absent with notice was board member Claire Fazzina.

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

Minutes of the Regular Meeting July 14, 2020: A motion was made by Ms. Silva, seconded by Ms. Neil to approve the minutes as presented. The motion passed unanimously.

**4. Correspondence:**

None.

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

Ms. Thornton distributed July and August 2020 Statistical Report to board members via email; things are going very well. One hundred twenty-eight patrons visited the library in August. Curbside pick-up is still very popular and everyone is being respectful of the re-opening rules. There are now two computers available for public use. The library staff is sanitizing after every visit.

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

Ms. Thornton distributed Library Detail Non Salary Report 7/1-8/31/2020 to board members via email.

**7. Director's Report:**

- Ms. Thornton announced applications are being accepted for three positions at the library: Library Page, Library Substitute and Library Assistant.
- Ms. Thornton received a laptop from the town to facilitate Zoom meetings and programs at the library.
- Zoom story time will resume in October. Zoom book discussion went well on 9/3/2020.
- Bolton Senior Center and the library had five winners for the "Cabin Fever" Challenge. Each winner received a prize of a pen light and book mark. There will be a display of the books that were read for the challenge.
- Library staff continues to review and update the town COVID manual, A-Z Guide, library webpage and the library weekly newsletters. Books and supplies have been ordered and ILL requests made.
- The Town Administrator feels the library is in an excellent place so there is no need to change operations at this time. Current library hours are Monday and Wednesday 10am-5pm, Tuesday and Thursday 10am-8pm and Saturday 10am-3pm.
- Ms. Thornton submitted a self-evaluation to Josh Kelly as requested.

- Charges for fines will resume October 1, 2020.
- The library is accepting donations.
- There will be a Paperback Book Sale soon.
- The library is back to featuring displays; current display by Mr. Toomey is Bolton's 300<sup>th</sup> Anniversary.
- Ms. Thornton attended a Bibliomation, Inc. meeting and a Children and Teen Round Table meeting. Ms. Dana attended a Bibliomation training session for the Web Client.
- Library Updates: the U shaped device to lock the front door quickly and the faucet in the office was replaced.
- Copy of Director's Report distributed to board members via email.
- Ms. Thornton encouraged board members to make an appointment to stop in.

**8. Old Business:**

None

**9. New Business:**

Bentley Memorial Library October Board Meeting Date: A motion was made by Ms. Holliman seconded by Ms. Goldsnider to move October board meeting date from October 13 to October 20, 2020. The motion passed unanimously.

**10. Adjournment:**

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

The next meeting date is October 20, 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.