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ROSE MARIE ANGELONI

DEPUTY MAYOR  
JEFFREY A. MACMILLEN

TOWN MANAGER  
MICHAEL P. DOWNES



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THOMAS P. ZAMPANO

# TOWN OF NORTH BRANFORD

TOWN HALL, 909 FOXON ROAD, NORTH BRANFORD, CONNECTICUT 06471  
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## MEETING MINUTES NORTH BRANFORD LIBRARY BOARD Atwater Memorial Library Wednesday, March 12, 2025 6:00 pm

**Chairperson Frandsen called the meeting to order at 6:01 p.m.**

### 1. Salute to the Flag

### 2. Roll Call

**Present:** Chairperson Frandsen, Vice Chairperson Anderson, Member Budney, Member Fallon and Member Macmillen

**Also Present:** Library Director Davis and Assistant Library Director Lemire

**Absent:**

### 3. Approval of minutes:

#### a. Approval of January 29, 2025 minutes

**Motion:** Member Budney made a motion to approve the minutes from January 29, 2025: seconded by Member Macmillen

**Abstain:** Vice Chairperson Anderson

**Discussion:** None

**With all in favor, motion passed**

### 4. Library Board Report: None

**5. Library Director's Report:** On March 7th, Carly Lemire, Lauren Davis and Theresa Frandsen met with Town Manager Michael Downes, Assistant Town Manager Rory Burke, and Finance Director Anthony Esposito to review the Library's budget request. Early the following week, Town Manager Downes reached out, requesting a \$20,000 reduction in the budget. \$13,000 in part-time, \$6,000 in utilities, \$1,000 in books.

The family of Catherine Smith has requested donations be made to the Edward Smith Library in her memory, where she loved to spend time with her children.

Making progress on our CapiraMobile app development. We are in the testing/configuration phase for general app management purposes.

Seed Library is open.

The VITA Tax Assistance Program, a free income tax assistance program for people who generally make \$67,000 or less, persons with disabilities and limited English speaking taxpayers is ongoing.

Smith Library will be receiving three 3-tier display units funded from borrowIT grant payment from the CT State Library. These bookshelves will be placed in the entry area, creating a more open and inviting space as you walk in

**Upcoming Children Programs: Some new programs**

- Bluey story time was a great success once again! A big thank you to the public works staff who dressed up in costumes and made it even more special.
- Brennan-Lucey Irish Dancers was held on March 1 at NBFD Co. 1.
- Wacky Wildlife learn about pigs will be held on Tuesday, March 4<sup>th</sup> at the Atwater Library 5:30 pm to 6:00 pm
- Ramen Class Food Explorers held on Thursday, March 6<sup>th</sup> at the Smith library 5:30 pm to 6:30 pm
- Lego Robotics will be held on Thursday, March 13<sup>th</sup> at the Smith Library 5:30 pm to 6:30 pm
- Stuffed Animal Sleepover will be held on Tuesday, March 25<sup>th</sup> at the Atwater Library 6:00 pm to 6:30 pm
- Michele Urban Music will be held on Friday, April 4<sup>th</sup> at the Smith Library 10:30 am to 11:15 am

**Upcoming Teens/Adult Programs: Some new programs**

- Essential Oil Air Freshers will be held on Saturday March 8<sup>th</sup> at Smith Library 9:30 am to 3:00 pm and on Saturday, March 22<sup>nd</sup> at Atwater Library 9:30 am to 3:00 pm
- Garden Rock Painting will be held on Wednesday, March 12<sup>th</sup> at Atwater Library 6:00 pm to 8:00 pm and Wednesday, March 26<sup>th</sup> at Smith Library 6:00 pm to 8:00 pm
- Pat's Picks Movie Club will be "The Odd Couple" on Thursday, March 13<sup>th</sup> 1:00 pm to 3:30 pm
- T.A.B. Meeting for Grades 7 and up will be held on March 13<sup>th</sup> at Smith Library 2:30 pm to 4:30 pm
- Movie Matinee will be "One Life" on Friday, March 14<sup>th</sup> at Smith Library
- Puzzle-Off will be held on Saturday, March 15<sup>th</sup>. This event is annual which Teresa started back 2010.

- Reiki Healing Session will be held on Wednesday, March 19<sup>th</sup> at Atwater Library 6:30 pm to 8:00 pm
- Get Your Grove On! Mastering Front Yard Fruit Trees, Grapevines & Berries will be held on Thursday, March 20<sup>th</sup> at Smith Library 6:30 pm to 8:00 pm
- The Book Club will be reading “The Wager” on Thursday, March 20<sup>th</sup> at Atwater Library 12:00 pm to 2:00 pm
- Amazing Tales with Mike Allen: Connecticut’s Forgotten Relations with the High Seas will be on Wednesday, March 26<sup>th</sup> 6:30pm to 8:00pm
- Fungi Frenzy: A Beginner’s Guide to Outdoor Mushroom Growing will be held Thursday, April 3<sup>rd</sup> at Atwater Library 6:30pm to 8:00pm
- Ravioli Cooking Class with Matt Yanarella on April 3<sup>rd</sup> at Smith Library from 5:30pm to 8:00pm
- Pasta Cooking with Matt Yanarella on April 10<sup>th</sup> at the Smith Library from 5:30pm to 8:00pm
- Music Connection with Jared! A new monthly program with the first meeting held on Saturday, February 22<sup>nd</sup> at 3:00pm. March theme will be “An Ode to the Car Radio” will be held on March 29<sup>th</sup> at Atwater Library from 3:00pm to 5pm. Bring in old photos of your drives over the years. This program is facilitated by library staff member Jared.
- Writers workshop. A new program with the first meeting to be held on Tuesday, April 8<sup>th</sup> at the Atwater Library from 10:30am to 12:30pm. Facilitated by patron Rona Klein

## **6. Unfinished Business: Discussion and action**

- a. Display and Exhibit Policy – No updates**
- b. Liability waivers and hold harmless agreements – No updates**
- c. Social Media Policy – No updates**

## **7. New Business: Discussion and action**

### **a. Library budget request FY2025-2026**

CIP for Smith Library granite sidewalk and granite curb replacement, with add alternate option of granite curbing and heated sidewalk.

**b. Fire Evacuation Policy:** Fire Evacuation Policy w/ fire drills while public in building which was passed out for review. Chairperson Frandsen made a motion to accept the Fire Evacuation Policy as presented, seconded by Vice Chair Anderson. All were in favor.

### **c. Semi-annual statistical report:**

Library Director Davis shared the numbers have increased in general for the reporting period (July-December 2024), ILL Borrows were up, Reference questions answered decreased and public computer use decreased, Children’s Programs increased, Children’s Programs attendance, Adult Programs increased, Adult Program attendance increased, Teen Programs increased, Teen Program attendance increased.

**d. Smith Library platform lift:** Monday, March 3rd, custodian went to use lift and it stopped working. Ken Ash contacted Bullock Access to come out and assess the lift.

**8. Adjournment:**

**Chair Frandsen adjourned the meeting at 7:30 p.m.**

**Minutes taken by:**

**Gina A. Cox, Board Clerk**