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# TOWN OF NORTH BRANFORD

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## NORTH BRANFORD LIBRARY BOARD ATWATER MEMORIAL LIBRARY

Wednesday, August 9, 2023

6:00 pm

### MINUTES

Chairperson Frandsen called the meeting to order at 6:11 p.m.

**Present:** Chairperson Frandsen, Member Budney, Member Fallon, and Library Director Davis

**Not Present:** Vice Chairperson Anderson, and Member Macmillen

#### 1. Approval of minutes for May 10, 2023 meeting

**Motion:** Member Budney motioned to approve the minutes from May 10, 2023; seconded by Member Fallon.

**Discussion:** None

**With all in favor, motion is passed.**

#### 2. Library Board Report

#### 3. Library Director's Report

Library Director Davis shared that 3 new staff have started this month. Suzanne Ruiz, Carla LeMay, Grayson Resor. It's been a whirlwind week with all the new staff starting at the same time and lots of training is happening. Suzanne and Carla are both teachers, so this is a second job for them. Grayson is still in school. There were many applicants due to the job postings being placed on other platforms, Linked In and indeed as well as in the local papers, and on the town website. It created a wider spectrum of applicants this time. Originally when the posting was sent out in late October the applicant pool was pretty bleak. In other personnel news, children's librarian Donna is out on Workers comp. She tore her meniscus but will be returning soon.

On June 5th, we had a Staff Inservice, which was great. This was something that we started last year and will continue every year. We bring in a professional and it's a half day in service training where we close

both libraries so everyone can participate. This year I brought in Maxine Blywise who is a formal Library Director in Westport and Newington. She did a workshop on Customer Service, but it was so much more than Customer Service; it really was how do you bring innovative ideas into the library, kind of thinking outside the box, simple things that you can do to show more customer focus on patrons of the library.

#### **Past Library Events:**

- Community Barn Dance
- Summer Reading program ended on August 2nd. There was a Dinosaur themed celebration at Northford Park.
- Christine's Critters came twice this summer for children's programs. Once with owls and turkeys and the next time with snakes.
- RWA programs talking about the water cycle, making rain sticks, and bubbleology.
- Let's Be Board together program started for people to collaborate and play board games. It is held on Tuesdays 12-3pm at Atwater Library.
- Tri gablelea farm had some great programs this summer at the Atwater Library Community room- Fungi Frenzy- they talked about cultivating and growing mushrooms outside. The Art of Preserving Your Harvest to be held on August 10th from 6:30-8:00pm at Smith Library.

#### **Upcoming Library Events:**

- Harm Reduction: A Response to the Drug Overdose Crisis in the East Shore District was held on August 8th at Atwater Library.
- Monday Mahjong continues on Monday evenings at Smith Library and Thursday evenings at Atwater Library. Both programs are from 6pm-8pm.
- August 16th 12:30pm-2pm Making Comics Workshop at Atwater Library.
- August 18th Movie Matinee showing 80 for Brady at Smith Library.
- August 23rd from 6:30pm-8pm there is a Jewelry Making for Beginners program at Atwater Library.
- August 28th 3pm-4pm Back to School Story time in the Smith Library Community Room.
- August 29th Lit Littles Story Time at Smith Library from 10:30-11am; This will be a weekly program going into September.
- August 22nd- Hatch-a-Chicken Expected Arrival- This Fall we will be hatching chickens at the library! Stop by to watch them grow. Chickens are expected to hatch during the week of September 12th
- September 7th from 4:30pm-5:30pm at Smith Library there is a Creating Kindness program
- September 9th 10:30am-11am join Miss Mary on the Second Saturday of the month for a Saturday Story Time, this program will be held at Smith Library.
- Read between the Vines Sept 21st 6pm at Roses Winery, the book for discussion is the 9th house by Leigh Bardugo.

Natureworks is donating a tree and it will be in addition to the grant received by the town arborist. In the fall, they will begin removing basic trees and replanting more appropriate plants.

New circulation desk computers were recently installed; New technology will be added for staff as well. New scanners were purchased for digitization of local history. Library Director Davis is also working on the bid specs for the lift.

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

##### **a. Display and Exhibit Policy**

##### **b. Liability waivers and hold harmless agreements**

**c. Social Media Policy**

**d. Photography and Filming Policy**

There have been a few drafts and concern is about the auditors, which call into question some policies that were infringing on their first amendment right. The board discussed how to best execute this. It was decided that the last paragraph of the policy would be better suited within a staff handbook so the staff can be prepared for any animosity that could erupt.

**Motion:** Member Budney motioned to approve the Photography & Filming Policy as edited; seconded by Member Fallon.

**Discussion:** None

**With all in favor, motion is passed.**

**5. New Business: Discussion and action**

**a. Job descriptions for part-time employees**

As positions have been changing with retirements, etc. it was brought to Library Director Davis's attention about the lack of specificity within the various library positions. The last time the job descriptions were updated was in 2019.

It was also found that the children's section of the library was in need of more staff.

Fran Murphy came by the library for a visit, and she is working to come in and handle tech services twice a week.

**b. Digitization of local history collection**

Library Director Davis shared that the goal is to have the donated papers, letters, and history of North Branford digitized. It is currently sitting in a box and there has been some cataloging on it. If it is digitized it will also increase the access to history. Member Budney offered her assistance in digitizing some of the files.

**6. Adjournment**

**Motion:** Member Budney motioned to adjourn; seconded by Member Fallon.

**Discussion:** None

**With all in favor, the motion is passed.**

**Adjourned at 7:19p.m.**

**Next meeting is September 13th at 6:00p.m. at Edward Smith Library**