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JEFFREY A. MACMILLEN

DEPUTY MAYOR  
THOMAS ZAMPANO

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RONALD PELLICCIA, JR.

# TOWN OF NORTH BRANFORD

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## NORTH BRANFORD LIBRARY BOARD

### EDWARD SMITH LIBRARY

Wednesday, September 13, 2023

6:00 pm

### MINUTES

Member Macmillen called the meeting to order at 6:02 p.m.

**Present:** Vice Chairperson Anderson, and Member Macmillen, Member Budney, Member Fallon, and Library Director Davis.

**Not Present:** Chairperson Frandsen

#### 1. Approval of minutes for August 9, 2023 meeting

**Motion:** Member Fallon motioned to table the minutes for the August 9, 2023 meeting due to lack of quorum; seconded by Member Budney.

**Discussion:** None

**With all in favor, the minutes are tabled until the October 11th meeting.**

#### 2. Library Board Report: No new updates

#### 3. Library Director's Report

Library Donna is back after her injury returned last Tuesday.

The eggs came in and they hatched on Sept 12th. They will be in the library until 9-22-23 for families to come in and view the chicks.

Town Staff holiday party will be held on Thursday December 14th from 4-8 pm, Both Libraries will close at 4pm on that date.

First Teen Advisory board met today September 13, 2023 and Carly and Mary are working hard to gain more engagement from this age group. Vice Chairperson Anderson asked about the possibility of having a teen librarian. Library Director Davis shared at this time there is no plan for hiring a Teen librarian..

There will be a bus stop created at the Library for kids to be able to come here after school. It will be geared towards kids in 7th grade and up, Carly will be working on more of the details and when it will begin.

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

Jewelry Making class was held on August 23rd from 6:30-8pm at Smith Library.

Mother, Mogul, or Menace: The History and Influence of Barbie - Live Streamed Event was held on September 12th from 6:30pm-8pm.

#### **Current and Upcoming Library Events:**

Lit Littles Program on Tuesdays from 10:30am-11 am at Smith Library.

Wee Rock continues on Wednesdays from 4:30pm-5pm at Atwater Library.

Monday Mahjong at Smith Library from 6pm-8pm and Thursday Mahjong 6-8 at Atwater Library.  
Quilters Club on Fridays at Atwater Library from 10am- 3pm.  
Pirate Storytime & Craft on September 20th from 10:30am-11am at Smith Library.  
Hatch the Chick Meet & Greet viewing until September 22nd.  
Read Between The Vines 6-8 pm at Rose's Winery on September 21st.  
Understanding & Responding to Dementia-Related Behavior September 28th 10:30am- 12:30 pm.  
Why Choose a Community College on October 5th from 6:30pm - 7:30pm Smith Library.  
Medicare Planning Seminar on October 4th from 6:00pm - 8:00pm at Atwater Library.  
Book Sale on October 14th from 9am-3pm at Atwater Library.  
Saturday Storytime is held the 2nd Saturday of the month 10:30am-11am at Smith Library  
Make a Sweater Pumpkin to be held on October 12th 6:30pm - 8:00pm at Smith Library.  
Fire Safety to be held on October 12th 4:30pm-5:30pm at Smith Library.

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

- a. Display and Exhibit Policy**
- b. Liability waivers and hold harmless agreements**
- c. Social Media Policy**
- d. Job descriptions for Library part-time employees**

Library Director Davis asked the Board Members to review the job descriptions and discuss at the October meeting.

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

##### **a. FY22/23 Library statistics**

Library Director Davis shared the updated statistics for the two libraries as of June 2023. Patron visits are up 37% from the previous year. Circulation for children and Teen/ YA checked out and Renewed have increased. Lion ILL Borrows have increased 26%. Non Lion ILL Borrows has increased 40%. New Patrons being added has increased YOY. Meetings being booked increased 28%. In-person Library programs for Children have increased 38%; Children's programs attendance has increased 101%; Adult programs have increased 148%.

##### **b. Library advertising**

Library Director Davis wanted to discuss the desire to increase the advertising for the Library within the Totoket Times. The Board members were discussing pricing and how often it would be in upcoming issues. Library Director Davis will research pricing and it will be discussed at the October Library board meeting.

##### **c. New resident welcome packets**

Library Director Davis shared that Assistant Library Director Lemire is working on a new project for new residents when new residents move to town, they will be sent a welcome packet about the library. It is in the beginning stages at this time. Vice Chairperson Anderson asked about the cost of the mailing.

#### **6. Adjournment**

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

**Discussion:** None

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

**Adjourned at 7:38p.m.**

**Next Meeting October 11, 2023, 6 pm at Atwater Memorial Library**