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MEETING MINUTES
NORTH BRANFORD LIBRARY BOARD
Edward Smith Library
Wednesday, October 8, 2025
6:00 p.m.

Chair Frandsen called the meeting to order at 6:05p.m.

1. Salute to the Flag

2. Roll Call

Present: Chair Frandsen, Vice Chair Anderson, Member Budney, Member Fallon and Member Macmillen

Also Present: Library Director Davis

Absent: Assistant Library Director Lemire

3. Approval of minutes:

a. Approval of September 10, 2025 minutes

Motion: Member Macmillen made a motion to approve the minutes from September 10, 2025: seconded by Member Budney

Abstain:

Discussion: None

With all in favor, motion passed

4. Library Board Report: Nothing to report

5. Library Director's Report:

- Smith Library's sidewalk reconstruction will begin Friday, October 10th. Smith Library will be closed during this process which should only be a week.

- **Update on Smith HVAC:** A-1 Engineering has visited the library several times to take measurements and work on the design. We expect the project to go out for bid around mid-November, with the goal of having the new unit installed by spring or early summer.

- The Library and Public Works are partnering on a fun new project! Children in town will have the chance to place their handprints on a snowplow blade. When the streets are plowed this winter, they'll be able to spot their own handprints out on the roads. This activity will take place on **November 6th and November 12th**.
- The Annual Report was submitted for review to the State Data Coordinator for the CT State Library's Division of Library Development, which was due Oct 1st. Participation in this survey is critical for state and national data gathering on public libraries. The report is the source for all information provided to the federal government (IMLS) regarding public libraries in Connecticut. The report is also the source of information for *Connecticut's Public Libraries: A Statistical Profile*.
- There are some new faces at the Libraries.
- Trunk n' Treat will be held on Saturday, October 18th at the STW parking lot from 2:00pm to 3:30pm. The library theme is candy land. Feel free to join us.
- Land Trust trail is completed and ribbon cutting will happen on Sunday, October 26th.
- Reading with a therapy dog named Libby will be held on November 3 and 10th.
- Green and pink witch story time will be held on November 15th from 1pm – 2pm

Adult Programs:

Extra Sensory Performance: Mind-Reading and Paranormal Entertainment by Keith Zalinger will be held on Wednesday, October 15 at the Atwater Library from 6:30pm-8pm
Tarot "Sekham" Workshop with Sydney Sherman will be held on Saturday, October 18th from 12:00 noon to 3pm at the Atwater Library

Turkish Coffee Tasting will be held on Saturday, October 25th at the Smith Library from 11am to 12:30pm

- **Book bedazzle for Teens** will be held on Thursday, October 30th at the Smith Library from 3pm-4:30pm

- **Scrapbooking Class** will be held on Thursday, October 30 at the Smith Library from 6pm – 8pm

Children Program:

- **Foam Pumpkin Painting** will be held on Thursday, October 9th at the Smith Library from 5:30pm – 6:30pm

- **Costume Dance Mode** will be held on Monday, October 27th at the Atwater Library from 10:30am – 11:30am

- **Halloween Stuffed Animal Sleepover** will be held on Tuesday, October 28th at the Atwater Library

- **Halloween Tots & Tunes** will be held on Friday, October 31st at the Smith Library from 10:30 am – 11:15 am at the Smith Library

6. Unfinished Business: Discussion and action

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

7. New Business: Discussion and action:

a. Circulation Policy: In compliance with CT Library requirements, this policy needs to be updated. Kindly review it ahead of our next meeting, where we'll discuss the proposed revisions.

b. Book Supplier: Baker & Taylor, a major supplier of books to public libraries, has announced it is going out of business. A high impact situation, as NB has transitioned to using a new vendor Ingram for most of our book purchasing but delays should be expected.

8. Adjournment: With no further discussion, Vice Frandsen adjourned the meeting at 6:51pm

Minutes taken by:


Gina A. Cox, Board Clerk