

**Board of Library Trustees**  
**Minutes 9/14/21**

**Present:** Monika Brodsky (Chair), Jeanne Ivas (Vice Chair), Christine Smith, Kathleen Fitzgerald, Kathryn Mudgett, Sarah Cassidy, Judy McConarty (Director), and Rachel Breen

**Call to Order:** Meeting called to order at 7:04 PM.

**Public Comments:** None.

**Additions to the Agenda:** Mask Policy.

**Approval of Minutes:** August 11, 2021 minutes approved.

**Reports:**

**Director:** Judy reported that in August there were 6,200 walk-in visits to the library as well as 111 new library cards issued. Sunday hours begin on September 12<sup>th</sup>. Regarding personnel, Diane Rodriguez retired on August 19<sup>th</sup> and Nicholas Cotoulas has been hired as her replacement. Former shelver Elizabeth Hanna has agreed to continue working at the library as a Substitute Library Associate.

**Financial:** As of the end of August, the remaining balance in personnel services is \$462,185.19. The remaining balance in general expenses is \$157,729.82. The total for the cash drawer receipts from July-August is \$305.15, and the total for copier money is \$0.

**Friends/Foundation:** The Friends Meeting is schedule for Wednesday, September 22<sup>nd</sup> at 6:30 pm. They are looking for new members as well as new officers to run the Friends group. The library has assisted the Friends in promoting their upcoming meeting.

**Building Project Update:** Work continues on the punch list. Attention to the HVAC system, landscaping, and drainage are top priorities. Regarding the outdoor book drop, Oudens Ello is still working to find a suitable alternative to the one already installed. Any alterations or replacements to the book drop will be at the library's expense. Additional parking lot signage has been added to include a "Do Not Enter" sign and a "Staff Parking" sign.

**COVID Protocols/Mask Policy:** Trustees voted and approved the Mask Policy for Programs and Meetings as amended. Trustees authorized the Director to decide when the mask policy should be enforced and rescinded.

**Browsing Chairs:** Trustee Sarah Cassidy shared with the Trustees a product she found at another library that NPL may have use for. The product was a browsing chair on wheels, so that patrons could easily move around to view items on lower shelving. Sarah will provide Trustees with more information, such as similar products and styles.

**ARIS/Financial Report:** A copy of the completed ARIS Report was sent to Trustees and Judy went over highlights of the report. The Financial Report is due Friday, October 1<sup>st</sup>. The MBLC waived the Hours Open and Materials Expenditure requirements for FY21.

**Announcement:** Library Director Judy McConarty announced that she will be retiring and that her last day in the library will be on Friday, November 19<sup>th</sup>.

**Executive Session:** Trustees voted and approved to adjourn to Executive Session.

The next meeting will be Tuesday, October 12, 2021.  
Meeting adjourned at 8:09 PM. Recorded by Rachel Breen