

**Milford Public Library  
Board of Directors  
Special Zoom Meeting  
Due to Covid 19 Pandemic  
May 6, 2020**

Board President, Linda Wanosky, called the special Zoom meeting to order at 7:33 pm.

**Present**

Mrs. Wanosky  
Mrs. Creedon  
Mrs. Oliver  
Mrs. Zabinski  
Mrs. Piselli  
Mr. Smith  
Mr. Schmidt  
Ms. Angeli  
Ms. Pilla  
Mrs. Kemp  
Ms. Uchaczyk

**Excused**

Alderman Smith  
Alderman Grant

**Public Presentation:** None

**Disposition of Minutes:** Motion to approve 1<sup>st</sup>, Mrs. Oliver, 2<sup>nd</sup>Ms Uchaczyk.  
Motion approved.

**Secretary's Report:** Mrs. Creedon let the Board know that a condolence card was sent to Deirdre after the sad loss of her father.

**Financial Report:** March and April's financials were not included. In March, the Board approved a \$20K expenditure from Fines and Fees to purchase e-content. This was in anticipation of increased demand for this content during our closure. Due to the Covid related closures Chris suggested that Fines and Fees will not accrue approximately \$2100.00 per month and \$1500.00 per month in the Passport Account. There will be savings in the Seasonal Temp Account as 20 persons were furloughed.

**President's Report:** None

**Technology Sub- Committee:**

- Staff have been printing PPE for local organizations using our 3D printer. Generous individuals have donated some printing materials needed.

- When the Library does open, there will be decreased public usage of the public computers due to social distancing.
- The staff took home the library's laptops in order to work from home. Chris is looking into purchasing some for staff use and will take the funds from the computer line item in next year's budget.

**Policy Committee:** No report

**Buildings and Grounds (formerly Space Utilization Committee):** Several Board members toured the Westport Public Library to witness how they utilize spaces, unique opportunities to draw in customers other than those taking out books. The plan is to visit Wallingford's Library and any others that might be of interest to us.

**Donor Wall Committee:** Chris A., Linda W., Linda C. and Toby Z. met with the Assistant City Attorney and Finance Director to solicit clarification on whether we (the Library) could fundraise on our own. The ruling after discussion was we may accept donations, but cannot fundraise; outside entities can do so on our behalf.

**Director's Report:**

- Chris stated that when the Library reopens there will be limited capacity.
- Additional opportunities to maintain a clean environment will be put in place when the Library opens.
- Chris is talking to other Libraries as to their reopening policies
- The first portion of the State Grant funding will arrive hopefully May 8<sup>th</sup>. Upper level work is proceeding nicely. In the Children's area staff offices are framed in with windows due the following week. The Circulation desk was ordered, furniture order on hold. All sofas and Loveseats will be removed once the Library reopens.
- Sneeze guards are being installed, as are bottle fill water fountains.
- Several applications have been received for the Poet Laureate position.
- March and May Director's report included in this month's packet.
- The Library is introducing new services, such as a digital access card and an online Resource Center, which currently includes over 200 sites.
- The book return has reopened.
- Staff coming into work on a staggered schedule with Chris working daily.
- Starting May 19, -21, curbside pickup will be available for books on hold.
- Ideas are being tossed about for Summer Reading programs
- "Flexible and Safe" is the new mantra for the Library
- There will be a stronger usage of digital materials as we move forward
- Thinking of digitizing the Local History Collection and digitizing future programs.
- A strong focus on publicizing how the library has pivoted during this pandemic and what changes are ahead.

**Friends of the Library:**

- All activities are on hold
- High School Book Award winners were announced
- 2 High School Scholarships announced
- The friends will be funding virtual programming
- The Party in the Stacks has been cancelled

**Strategic Plan:** On hold

**New Business:** A motion was made to add to current general rules and regulations for the Library, which will read, as “the Library will adhere to State and Local Health Department guidelines” 1<sup>st</sup> Toby Z, 2<sup>nd</sup> Mr. Schmidt. Motion approved.

**Old Business:** Discussion ensued about completing Chris’ bi-annual evaluation. Linda W. suggested a follow up meeting with us revisiting Chris’ current goals, any new goals and staff comments and then meet one hour prior to the June Board Meeting to review.

**Motion to Adjourn:** 1<sup>st</sup> Mrs. Oliver, 2<sup>nd</sup> Ms. Uchaczyk. Motion approved @ 8:44pm

**Respectfully Submitted:** Linda M. Creedon, Secretary