



**Deep River Public Library
Board of Trustees Meeting
Monday, February 13, 2023
7 pm at the Library
Minutes**

Present: Stephani Award, Linda Hall, Alexa Jamieson, Lori Lenz, Kim Olson, Pat Risinit, Susan Rooney, Kathryn Russell, Linda Zemmel

1. Call to Order: The meeting was called to order at 7:00 p.m.

2. Audience of Citizens: None

3. Approval of Minutes: Minutes from the January 9, 2023, meeting were unanimously approved.

4. Treasurer's Report: The December 2022 Liberty Bank Statement was reviewed. Linda informed the board that she met with First Selectman McDonald and Cathy to discuss the ongoing situation with timely bill paying and the preparation of materials for a Treasurer's Report. She was informed that funds will be included in the upcoming budget year to cover professional accounting costs. Until July, Cathy will continue to do the work. A problem with Quick Books password and security code access was discussed and it was mentioned that Cathy may need to open a new Quick Books account. It was also mentioned that Kim Olson will look into getting an online Liberty Bank account.

5. Correspondence: It was reported that Frances Bertelli donated several Deep River-related early 1900s books and brochures to the library. Also, a \$250 donation from the Karen Katen Foundation was received.

6. Library Director's Report:

- Library Stats: Susan Rooney reviewed the library stats for the month of January, noting that usage had increased across all categories.
- Programs: Susan reported strong attendance at recent programs and stated that attendance in the Community Room programs was reaching the size-limits set during COVID-19. Kathryn Russell made the motion to reset the limit on Community Room occupancy to 30. Alexa Jamieson seconded the motion which was unanimously approved.
- Security Camera Update: Lina Hall shared costs for two additional security

cameras. Kathryn Russell made the motion that the purchase of the cameras for \$1,347.18 be made; Alexa Jamieson seconded the motion, which was unanimously approved.

7. Update on Committee Assignments: Discussion ensued on the status of the joint work with the Rotary and the Garden Club on the area behind the library. There has been a delay in the First Selectman connecting with UCONN to determine next steps in their recommendation on plantings. It was determined that the Rotary Club will take the lead on connecting with the First Selectman to secure the contact information of the UCONN resource in order to facilitate direct communication with UCONN. Kathryn Russell, also a Rotary member, will report progress back to the Library Board. There was unanimous support for moving forward with executing the plan once it was secured from UCONN.

8. Old Business:

- New Policy on Children Unattended by an Adult: Susan Rooney sourced a policy from another library. After discussion, Kathryn Russell made a motion that the policy be accepted with the change of the word "Room" to "Section". Kim Olson seconded the motion which was then unanimously approved.
- Update on ARPA Funding: It was discussed that the Board of Selectmen will be meeting on 2/14/23 to make their recommendation on the projects received to date. Their recommendation will be presented to the Board of Finance at a Special Meeting set for 2/14/23.
- Update on Dog Stations: Linda Hall reported that she spoke with the First Selectman who said that the dog stations would be installed in March.
- Update on Window Repairs and Replacement: Linda Hall reported that the First Selectman wants to bring an architect to look at the windows needing replacement. Discussion ensued regarding moving forward or waiting until such a meeting took place. The group decided to move forward with initial assessments by known contractors in order to determine how many windows could be replaced by \$10,000 and to determine how much additional funding might be needed. Kathryn Russell committed to reaching out to Kronenberger Sons Restoration in Middletown to see if they would make an assessment.

It was discussed that earlier commitments from the First Selectman on paying for an architectural assessment from BOS funds, and then later from ARPA funds had not been followed through on.

The subcommittee (Kathryn Russell and Kim Olson) formed last year to look at grants to cover window expenses was asked to move forward with grant exploration. Susan Rooney committed to relooking at State Library grants to identify submission deadlines.

10. New Business: Reviewing Publicity strategies and tactics was mentioned and

will be added to the March meeting agenda for further discussion.

11. Adjournment: The meeting was adjourned at 7:59 pm.