



**Deep River Public Library
Board of Trustees Meeting
Monday, September 11, 2023
7 pm at the Library
Minutes**

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

1. Call to Order: The meeting was called to order at 7:02 p.m.

2. Audience of Citizens: None

3. Discussion of audio-recording the meeting: Discussion ensued regarding the purpose and the need for recording the trustee meetings. Kim Olson moved that audio-recording be allowed, with the qualification that notice be given at the beginning of each meeting that recording was about to occur. Sarah seconded the motion. The motion was approved by six trustees, with Lori Lenz abstaining and Alexa Jamieson and Kathryn Russell voting No.

3. Approval of Minutes: Minutes from the August 14, meeting were approved, with the following amendments: a. In item 9, note that Kathryn Russell had left the phone call at that point, and did not cast a vote. Her vote would have been "No". b. The reference to the Connecticut Library Association should be changed to "State Library Association".

4. Treasurer's Report: A report from Citizens Bank was not given. Kim Olson reported that the Liberty Bank balance is \$4,817.30. A motion to approve the Treasurer's Report was made by Lori Lenz, seconded by Linda Zimmel and unanimously approved.

5. Correspondence: None

6. Library Director's Report:

- Library Stats: Susan Rooney reviewed the library stats for the month of August, noting that visits were down 3% and that streaming access was high.
- Circulation desk update: Susan Rooney reported that progress was occurring on the new Circulation Desk, with a cost estimate expected within a week and a display available for viewing in the next few weeks.

- Security Camera Update: An update is not yet available.
- Donations: Susan Rooney stated that a donation of \$31,706.61 was received from the estate of John La Plante. Kathryn Russell moved that the Director have the donation package reviewed by legal counsel, Stefani Award seconded the motion which was unanimously approved.

7. Update on Committee Assignments:

- Rain garden project: Linda Zimmel reported that the Garden Club will defer their plans for additional planting

8. Old Business:

- Update on Grant Application Preparation: Kathryn Russell gave an overview of the work on the SHPO grant. She read correspondence from Erin Fink of SHPO which stated that the DRPL was not listed on the State or National Register of Historic Places either individually or as a contributing resource in a Historic District. This means that no projects can be considered for grants until a detailed and time-intensive process is followed to consider and gain nomination. Discussion ensued regarding whether the board should pursue consideration and nomination from the State. It was decided to discuss this further at the November board meeting when there would be a new set of trustees and a possible new resource to lead the work. Kathryn noted that 8 of 10 items for grant consideration for replacing the windows were completed in the application system, and that both the Director and the Board President have access to the application file. Lina Hall thanked Kathryn for her work on the CT NAA Grant and the SHPO grant.
- Dedication Bench: Proceeds from the plastic bag recycling program have entitled the DRPL to a free bench. The board reviewed the design and discussed possible anchoring concerns and solutions. Discussion ensued regarding purchasing a second bench at the cost of \$389 with DRPL funds (from the \$1,507 balance in Roy's Memorial fund). It was determined that Linda Hall would reach out to experts to determine appropriate anchoring techniques. Kathryn Russell made the motion that the Board President be authorized to spend not more than \$400 in the purchase of a second bench. Alexa Jamieson seconded the motion which was then unanimously approved.

10. New Business:

- Possible Need for Roof Repairs: During the information gathering for the completion of the SHPO-required Plan of Preservation, a few items needing attention were reported. These included 1. Approximately \$20,000 of roof repair 2. Repointing in the porch area 3. trimming of the large copper beech tree 4. removal of mold from the roof. The Board President reported that she had discussed these needs with the First Selectman, who said that the Town will take care of the mold, the repointing and the tree trimming this year. Further consideration on the timing and funding of the identified roof repair is needed, but the First Selectman had said that it does not need to be done this year.

- Request for Additional Town Funding to Cover the Balance of the Window Repair: Discussion ensued regarding how to secure the balance of the funding needed for the window repair now that an SHPO grant was unlikely in the next few years. It was proposed and unanimously approved that the Board President would draft a letter of funding request to be presented at the 9/12/23 Board of Selectmen meeting
- Collection Development Policy: Discussion of the proposed policy ensued. Kathryn Russell made a motion to accept the proposed policy. Sarah Field seconded the motion which was unanimously approved.
- Request for Consideration of Material Form: After review of the form, Kathryn Russell moved that the form be approved with the following verbiage change made to the second to last sentence to read: " But please allow for up to three weeks for the request to be thoroughly reviewed through our internal procedures, as detailed in our Collection Development Policy." Linda Zimmel seconded the motion which was unanimously approved.

11. Adjournment: Alexa Jamieson moved that the meeting be adjourned. Sarah Field seconded the motion, which was unanimously approved. The meeting was adjourned at 8:42 pm.