**Norwalk Easter Public Library**

**Library Board of Trustees Meeting Minutes**

**July 2023**

**Date:** Monday July 10, 2023 **Time:** 6:30 p.m.

**Location:** Library Meeting Room

**Call to Order**

Board President Stephanie Farmer called the meeting to order at 6:35 p.m.

Trustees present: Steve Clarke, Stephanie Farmer, Magdalena Reese, Sarah Smith, and Elizabeth Thompson (6:57 p.m.)

Library Staff Present: Director Jean Strable

Others Present: Councilwoman Stephanie Riva

**Approval of Agenda**

Mr. Clarke motioned to approve the agenda; Ms. Reese seconded, and the motion carried unanimously.

**Review of June Meeting Minutes**

The June Meeting Minutes were provided. Ms. Reese motioned to approve the June Meeting Minutes; Mr. Clarke seconded, and the motion carried unanimously.

**Approve Bills**

Director Strable presented the bills that were to be paid for July 2023. With the start of a new fiscal year, there were several annual subscription costs. Ms. Reese motioned to approve the bills to be paid for July 2023; Mr. Clarke seconded. Roll call vote followed:

Clarke – AYE

Farmer – AYE

Reese - AYE

Smith – AYE

**Revenue & Expense Report**

The June Revenue & Expense report was provided to the Board. As of the printing of the agenda packet, 100% of the fiscal year has elapsed and at approximately 95.5% of expenditures. Salary increases went into effect on July 1.

**Director’s Report**

Director Strable provided the Director’s report for July. June 2023 set a new record for highest door count in a single month with a count of 10,666. The library has been very busy with programming and the summer reading program; staff is appreciative of the two summer interns and 16 youth volunteers. The HVAC controls project has been completed. Councilwoman Riva inquired on the overlap between Parks and Rec and the library. Director Strable explained Parks and Rec is a partner to the library, the library has space and resources to offer free programs to the public whereas Parks and Rec programs are typically at a cost. Modern public libraries are also much more than warehouses of books and strive to provide educational experiences in many ways through programs and events. Mr. Clarke and Ms. Reese participated in the July 4th parade on behalf of the library.

**Old Business**

1. *Library Trustee Interviews – Subcommittee Update* – Director Strable has received five applications from candidates wishing to fill the open trustee position. Mr. Clarke, Ms. Reese, and Ms. Thompson have formed a subcommittee to interview trustee candidates. Ms. Farmer stated she will form a list of questions and provide them to Director Strable. The subcommittee will work directly with Director Strable on logistics to interview the candidates.
2. *Interior Refresh – Update* – The library will close for remodel beginning August 14th and is expected to reopen no later than September 11th; however, it’s likely the library may open September 5th or 6th. All work will be completed in phases. Full-time staff will work from home and there will be a small satellite office at City Hall to handle other services and deliveries during the closure.
3. *Strategic Plan* – Update – Director Strable provided a strategic plan update. Many accomplishments were moved ahead of schedule due to the Covid-19 pandemic.
4. *City of Norwalk Social Media Policy – Update –* City Council approved the City of Norwalk Social Media Policy and prohibits commenting. Following a discussion on the benefits of commenting for library programs, Director Strable was asked by the trustees to write a separate social media policy from the city’s.

**Agenda Items for Future Meetings**

*Personnel Policy – update and review*

*Rules of Conduct Policy – update and review*

*Circulation Policy – update and review*

**Other Business & Announcements**

*Foundation Update* –

1. *Krispy Kreme Fundraiser –* Approximately $120 was raised with the Krispy Kreme Fundraiser.
2. *Foundation Director Updates –* Two new directors were added to the Foundation. Dates for the fall book sale are being discussed. There was a good discussion regarding a standing amount Director Strable may expect to receive each year from the foundation for programming and staff appreciation.

*Trustees Update* – Ms. Smith will mail a response to Charlotte Pettit on behalf of the trustees.

**Adjournment**

Ms. Farmer moved to adjourn the meeting at 8:18 p.m. The motion carried unanimously.

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| /s/ |
| Sarah Smith, Secretary  07/11/2023 |