

New Haven Free Public Library  
Library Board of Directors  
Minutes of Meeting  
July 26, 2022

**Members Present:** Dr. Anderson, Mr. Giering, Mr. Cruz, Ms. Logan, Ms. Lamar, Ms. Merson, Ms. Rush-Kittle

**Members Absent:** Dr. Garcia-Blocker, Alder Morrison, Ms. Schneider

**Staff Present:** Maureen Sullivan, Luis Chavez-Brumell, Maria Bernhey, Karina Gonzalez

**Observer:** Jeanette Sykes

### **Welcome**

Dr. Anderson called the meeting to order at 5:31pm.

Board members and Library staff gave brief introductions of themselves.

### **Approval of Consent Agenda and Minutes**

Dr. Anderson moved to amend a typo in the Minutes. There should only be one "n" in Jeanette Sykes's name. Dr. Anderson asked for a motion to approve the June 2022 Minutes and the Consent Agenda. Mr. Giering moved, Mr. Cruz seconded, and without any further questions or comments, the Board voted to approve the Minutes and Consent Agenda with the corrections.

### **Treasurer's Report**

Ms. Lamar delivered the Treasurer's report. She gave a summary of financials for June.

Ms. Lamar met with Library Administrators last week to reconcile all accounts. The open Purchase Order. with the City is still being settled and more information on this will be available for the next meeting.

The endowment portal needs to be updated so the current Administration can have access and update the numbers. Ms. Lamar suspects that the endowment number should be around the same amount it was in May.

Mr. Chavez-Brumell will follow-up with Mr. Alden from the CFGNH on endowment deposits. Mr. Chavez-Brumell will review the city Purchase Order. for books to have an idea of what was left in the books P.O.

Without the updated City Purchase Order and some questions about certain financials, Dr. Anderson suggested that financials should wait to be approved until the next meeting in August. Ms. Lamar mentioned that according to Robert's Rules of Order, approval of financial statements is not required. Presentation of the budget would still be required. Mr. Giering will look into the Bylaws and let the Board know what he finds as far as approving the financial summary every month.

### **Director's Report**

Ms. Sullivan and Mr. Chavez-Brumell delivered the Director's Report.

### Covid-19 Update

Mr. Chavez-Brumell informed the Board that all Library locations and City buildings are now mask-optional, but the Library is still mask friendly.

### Staff

Mr. Chavez-Brumell mentioned that there are still vacancies across the system, but there is progress being made having interviews.

Staff continue to express concerns about safety and security.

### Strategic Framework

Ms. Sullivan developed a tentative approach with the Administration Group to consider how to move forward with strategic framework planning. This approach was reviewed and discussed with the Library Managers at their most recent meeting. The managers agreed to focus this fall on the initiative that addresses infrastructure. At Ms. Sullivan's first All

Staff meeting, she asked every employee to describe what they wish they had known on the first day they came to work at the Library. Ms. Sullivan is preparing a summary report of the Staff's responses and she will share it with the Board.

### Staff Training

Ms. Sullivan mentioned that the CT State Library's Division of Library Development (DLD) continues to offer training as part of their EXCITE Program, which provides skills and tools to prepare library staff to plan for the future of Libraries. NHFPL staff participated in this training a few years ago. Given the changes in staffing and the need to involve current staff in strategic planning this fall, she approached DLD with a request to offer the training again. DLD staff will co-develop a free program that will serve as a follow-up training for new staff and a refresher for everybody.

There have been concerns surrounding safety and security, especially at Ives and Wilson, where after-hour drug usage has increased. Mr. Chavez-Brumell met with the CAO's office to coordinate the pick-up of debris and to set-up training for staff. This will include de-escalation training.

### Stetson

Things are being finalized at the new Stetson location. Keycard access to the building is still being worked on.

Mr. Chavez-Brumell gave a shout-out to Karina Gonzalez and Maria Bernhey for being a great help with everything at the Library and thanked them for joining the meeting.

Dr. Anderson asked if there is any update about Sunday hours. Ms. Sullivan commented that she and the Administrative Group ~~and she~~ are working to fill the vacancies, an essential step to be sure the library has enough staff to increase the number of hours and to be open on Sunday. The Administrative Group is working on a sustainable plan.

### **Policy Review**

The Board discussed the Display Policy last approved by the Board in 2019. Mr. Chavez-Brumell said there were some minor changes made to the policy after review. Managerial discretion will be used with all displays, especially those aimed towards children or teens.

Dr. Anderson asked for a motion to approve the revised Display Policy. Ms. Lamar moved. Mr. Cruz seconded, and without further comments or questions, the revised Display Policy was approved.

### **Public Comment**

Dr. Anderson commented that in the past the Board may have not had meetings in August, but she thinks it is important to have one this year. She suggested a hybrid session for the August meeting. She also suggested that the Board start going to branches for future meetings. Ms. Lamar will be out of the country in August but will send the financials before the Board meeting.

Mr. Cruz mentioned that branches, besides Wilson and Ives, don't have extended hours on Tuesdays. The Board will meet at either Wilson or Ives for their next meeting.

Mr. Cruz mentioned the possibility of having limited keycard access to buildings after closing hours for some Board members in order to host meetings in-person without hindering staff. Mr. Chavez-Brumell will talk to City Staff about this request. On July 5, Mr. Cruz sent an e-mail to Mr. Chavez-Brumell and Dr. Anderson concerning an update on the lock on the bathroom door at Fair Haven, the sleep policy at Fair Haven, and virtual meeting technology at each branch.

Ms. Gonzalez commented on meeting room technology, which is costly but can be done if there is money for it.

At a future meeting, the Board will discuss expectations and flow of communication between the Board and Library Administration.

Dr. Anderson asked for a motion to adjourn the meeting. Ms. Lamar so moved, Mr. Cruz seconded, and the meeting adjourned at 6:30 pm.

Respectfully submitted,

Luis Chavez-Brumell

Deputy Director