

New Haven Free Public Library  
Library Board of Directors  
Minutes of Meeting  
August 23, 2022

**Members Present:** Dr. Anderson, Mr. Giering, Mr. Cruz, Ms. Logan, Ms. Schneider, Ms. Merson

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

**Staff Present:** Maureen Sullivan, Luis Chavez-Brumell

### **Welcome**

Dr. Anderson called the meeting to order at 5:33pm.

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

Mr. Giering asked for an amendment to the August minutes. He asked that the abbreviation P.O. for purchase order be spelled out and to take out the word "soliciting" under the Display Policy section. Dr. Anderson asked for a motion to approve the August 2022 Minutes with proposed amendments and the Consent Agenda. Mr. Giering moved, Ms. Merson seconded, and without any further questions or comments, the Board voted to approve the Minutes and Consent Agenda with the corrections.

### **Treasurer's Report**

When Ms. Lamar returns for September's meeting, she will present a more detailed report of the financials to support the Board with questions they may have.

Mr. Chavez-Brumell mentioned that Ms. Lamar met with Library Administration to go over financials and QuickBooks. One of the big questions is, how does the Library prepare for the budgeting process? Mr. Chavez-Brumell reviewed the July 2022 financials, pointing out the REAdy for the Grade line on the Foundation side. The Library Administration has been breaking down Foundation funds versus Library Board funds and learning best ways to streamline financial processes. On the Library Board side, there is a good amount of revenue coming from the Passport Office and Copiers/Printers. The Board asked for a more detailed picture line of income/expense tracker. The July financials are to be approved at the September meeting.

Ms. Schneider asked when the Passport Office will be considered "profitable". Dr. Anderson also asked how much the Library gives in terms of labor and staff in order to generate revenue. These questions can be answered at September's meeting. The Board will be reviewing and voting on a proposed budget in September.

### **Director's Report**

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

### Exciting News!

Kudos to Elsie Chapman! She facilitated with the Seedlings Foundation, who have given a gift of fifty thousand dollars in honor of Erik Clemons and Roxanne Coady. The funds will go towards updating computers and technology at the Wilson branch.

### Incident Reports

The Library uses the Savannah OrangeBoy system to record and track incidents. Ms. Sullivan has seen an increased number of reports at the Wilson branch due to loitering, drug use, and fecal matter on the property. These situations occur while the Library is closed, usually on the weekends. After getting in touch with the Chief Administrator's Office, Mr. Chavez-Brumell will be meeting with Wilson Branch Manager, Meghan Currey, and Sergeant Sanders who is the new District Manager for the Hill to see what can be done to discourage this behavior while the Library is closed.

Mr. Giering mentioned getting in touch with the Alders in the Hill area, which Ms. Sullivan will do. The Board talked about checking-in with both Leslie Radcliffe and Alder Morrison as well.

### Sunday Hours

Ms. Sullivan completed forums with staff about concern and questions surrounding opening on Sunday's. It is unlikely to have all 5 locations open at the same time on Sunday's due to staffing and budget. The goal is figuring out what is sustainable as far as which locations are open and at what times. Dr. Anderson shared that communication with the city will be crucial to ensure that information going out to residents is updated. The intention is to make the Library as accessible to patrons as possible.

### Staff Training

Ms. Sullivan has secured a date and time for the State Library to come in to lead a staff training day. There will be a delayed opening at Ives for the training. The purpose will be to prepare staff for the Strategic Framework infrastructure work that will be done this fall.

### New Haven PRIDEFest

The Library will be participating in PRIDE 2022 in September! T-shirts with the logo "Libraries are for everyone" have been made for all staff members and extras may be available for Board Members. There will be 13 different programs relating to PRIDE offered.

### Wilson

The Hill North Management Team purchased a plaque for Courtland Seymour Wilson, which is housed at the Wilson branch. The family of Courtland Seymour Wilson will be in New Haven on September 10<sup>th</sup>, so the Library will be hosting an unveiling of the plaque on this day. There will be refreshments for guests. Dr. Anderson commented that Ruth Wilson Gilmore has a new book, *Abolition Geography*, which could be a good event for the Library while she is here.

### **John Jessen Portrait Update**

The Jessen family have commissioned artist Frank Brachman to create a portrait of former City Librarian John Jessen. Updates will come as more details are ironed out.

### **NHFPL Board Meetings Schedule**

A separate document with the listed dates will be made. The dates are as follow: 9/27, 10/25, 11/22, 12\* joint meeting, 1/24, 2/28, 3/28, 4/25, 5/23, 6/27, 7/25. Ms. Sullivan proposed that some of the meetings would be in person at different Library locations. Locations will be provided a month in advance to ensure travel accommodations for Board members.

### **City Librarian Search Process**

Dr. Anderson communicated with Board members that after conversations with Ms. Sullivan, Mr. Chavez-Brumell and the City, the process around searching for and appointing a City Librarian will be started. The timeline for the last search began in August and a decision was made in December. We are now almost halfway through Maureen's tenure. Dr. Anderson called for self-nominations to be on the subcommittee to start work for the search. This would include reviewing the position description and consulting with Ms. Sullivan for support. Ms. Merson shared that she is interested in the search and asked if the Board would be open to discussing Ms. Sullivan having an extended acting appointment 6-month range. Dr. Anderson, Ms. Merson, Ms. Sullivan, Mr. Giering and Ms. Schneider will form a preliminary search subcommittee to meet before the next Board meeting to evaluate issues before a search subcommittee is formed. Dr. Anderson motioned to establish a City Librarian Search Subcommittee of which members would be herself, Mr. Giering, Ms. Merson, Ms. Sullivan and Ms. Schneider. Mr. Cruz moved, Ms. Schneider seconded, and the Board voted to approve the subcommittee.

### **Public Comment**

There was no public comment.

Dr. Anderson asked for a motion to adjourn the meeting. Ms. Merson so moved, Mr. Giering seconded, and the meeting adjourned at 6:58 pm.

Respectfully submitted,

Luis Chavez-Brumell  
Deputy Director