

New Haven Free Public Library
Library Board of Directors
Minutes of Meeting
November 24, 2020

Members Present: Ms. Schneider, Dr. Anderson, Dr. Garcia-Blocker, Mr. Giering, Ms. Merson, Mr. Cruz, Ms. Logan, Ms. Lamar, Alder Morrison

Staff Present: John Jessen

Welcome

Ms. Schneider called the meeting to order at 5:33 pm. A quorum was present.
Ms. Schneider thanked the Board for their dedication and participation in Board meetings.

Approval of Consent Agenda and Minutes

Ms. Schneider asked for a motion to approve the Consent Agenda, including the October 2020 Minutes. Dr. Anderson moved to approve the Consent Agenda and Minutes, Dr. Garcia-Blocker seconded, and with no questions or comments the Board voted to approve the Consent Agenda and Minutes.

Treasurer's Report

Mr. Jessen and Ms. Lamar delivered the Treasurer's Report, reviewing the October 2020 financial reports.

October 2020 Summary

Ms. Lamar reported on the October 2020 financials. Covering information on the unrestricted and restricted funds, at roughly a third of the way through the fiscal year, the financials show an increase in both the Library Board balance sheet and Foundation balance sheet. Book and material expenses have been paid mainly through the City accounts at this time.

Mr. Jessen commented that the spending by the Library Board is under what has been budgeted due to continued facility closures because of the pandemic. There is more spending by the Foundation budget side because of money is being spent from the Everybody Learns Grant and the CTNext Grant. Mr. Jessen informed the Library Board of Directors that the Library expects to spend roughly \$120,000 next month from the Foundation Board budget as money from the Everybody Learns Grant must be spent by December 18, 2020.

Ms. Schneider asked that Ms. Lamar and Mr. Jessen note any projected large revenues that the Library will not likely see due to Covid-19 closures and changes in service. Mr. Jessen agreed to review the revenue budgets for the next meeting.

Endowment

The Endowment trended slightly lower this month but is still within the earnings range this year.

Ms. Schneider asked for a motion to approve the October 2020 financials, Dr. Garcia-Blocker moved, Dr. Anderson seconded, and with no questions or comments the Board voted to approve the October 2020 financials.

Mr. Cruz entered the meeting at 5:46 pm.

Reopen Updates

Mr. Jessen reported that the Library is working on two plans regarding COVID-19. The first plan includes opening for limited browsing by mid-December. The second plan involves reducing the Library's open building hours to address growing concerns regarding the projected surge in COVID cases. The Library feels confident that even as other services are scaled back, curbside services will still be available. Reopening plans will always prioritize safety during the COVID-19 pandemic and be responsive to changes in positive cases.

Alder Morrison entered the meeting at 6:00 pm.

Director's Report

Staffing

The Library continues its latest round of hiring. Positions posted include Branch Manager, Library Technical Assistant, two Part-Time Librarians, and a Supervising Librarian. Mr. Jessen hopes to see these positions filled by the start of 2021.

Website

A new and improved website design is scheduled to be revealed in late December. Ms. Schneider asked if there will be BETA testing before the new website launch. Mr. Jessen confirmed that the Library is very close to having a BETA testing site to share with staff and key stakeholders.

OrangeBoy

This past Monday, the Library was able to send out its first automatic e-mail for new customers, using the newly purchased application, OrangeBoy. The application will improve the library's outreach efforts, especially with new customers. OrangeBoy will also provide analytics at a very granular level about how materials and databases resources are accessed and used.

Everybody Learns Grant

The Library is the recipient of Everybody Learns Grant that was offered by the state of Connecticut. The purpose of this grant is to assist public libraries across the state as they prepare to open during COVID-19. The New Haven Free Public Library will use the money it receives from this grant to update facilities and purchase more hotspots among other items.

Stetson Update

Mr. Jessen informed the board that he and Diane Brown, Stetson's Branch Manager, were given a tour of the new Q House. The Stetson Capital Campaign is very close to reaching its goals. The Foundation Board would still like to collect the estimated \$40,000 community challenge monies. These community

challenge contributions must be \$10,000 and below. The Foundation is reviewing the list of donors who will have possible naming rights in the new building. The Library Board will have the final approval, and they look forward to the Foundation's proposal of the names and spaces to review.

Board Bylaws Review

Mr. Giering shared with the Board of Directors possible edits for the Board of Director Bylaws. He researched, updated, and added an indemnification clause for the Bylaws. Mr. Giering explained changes he made in each Section, if any were made. The Board discussed and modified more of the Bylaws as they reviewed them. The Board will be assessing these Bylaws further and voting on them at the next meeting.

Public Comment

There was no public comment.

Ms. Schneider asked for a motion to adjourn the meeting. Mr. Cruz so moved and without any further questions, the meeting adjourned at 6:57 pm.

Respectfully submitted,

John Jessen
City Librarian