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# TOWN OF NORTH BRANFORD

TOWN HALL, 909 FOXON ROAD, NORTH BRANFORD, CONNECTICUT 06471  
TOWN MANAGER (203) 484-6000 TOWN HALL FAX (203) 484-6025

## MEETING MINUTES NORTH BRANFORD LIBRARY BOARD Edward Smith Library Wednesday, January 29, 2025 6:00 pm

Chairperson Frandsen called the meeting to order at 6:01p.m.

### 1. Salute to the Flag

### 2. Roll Call

**Present:** Chairperson Frandsen, Member Budney, Member Fallon and Member Macmillen

**Also Present:** Library Director Davis and Assistant Library Director Lemire

**Absent:** Vice Chairperson Anderson

### 3. Approval of minutes:

#### a. Approval of December 11, 2024 minutes

**Motion:** Member Fallon made a motion to approve the minutes from December 11, 2024: seconded by Member Budney

**Abstain:** Member Macmillen

**Discussion:** None

**With all in favor, motion passed**

### 4. Library Board Report: None

#### 7a. Member Macmillen made a motion to move 7a New Business – Community Access

Awareness in order to accommodate Mary Caruso and Alex Bodes', seconded by

Member Fallon to move the agenda item up, all in favor.

**Abstain:** None

**Discussion:** None

**With all in favor, motion passed.**

Community Access Awareness Day, their annual fundraiser, is set for Saturday, June 28th, from 12:30 to 4:00 pm. The Library Board has approved Peace, Love, ACCESSibility's request to use the parking lot, grounds, and restroom facilities at the Atwater Library for the event. It promises to be a fun-filled

afternoon picnic with activities, music, and lunch, offering the community a chance to learn more about accessibility. Last year's inaugural event attracted around 150 people and raised about \$8,000. The fundraiser was a huge success, focused on raising awareness for accessibility for individuals with mobility impairments. The event costs \$20, which covers lunch, music, snow cones, and access to various activities throughout the day.

### **5. Library Director's Report:**

- Free income tax assistance program will be starting on February 11<sup>th</sup>. Site coordinator works remotely preparing and filing individual tax returns. The IRS Volunteer Income Tax Assistance (VITA) program offers free help in preparing & filing state and federal income tax returns, for those in need.
- Library Assistant position: This is a challenging role, as it involves working with teens. The position is on hold at the moment.

### **Upcoming Children Programs:**

- Celebrate Police Officers Storytime at Edward Smith Library on Tuesdays from 10:30am to 11:00am
- Tots and Tunes at Edward Smith Library on Fridays & Tuesdays (continuous program)
- Dance Mode at Atwater Memorial Library on Mondays (continuous program)
- Bowties and Books at Atwater Memorial Library on Thursdays (continuous program)
- Wacky Wildlife at Atwater Memorial Library on Tuesday, February 4<sup>th</sup> from 5:30 p.m. to 6:00 p.m.
- Lego Robotics at Edward Smith Library on Thursday, February 6<sup>th</sup> from 5:30pm to 6:30pm
- Little Markers at Edward Smith Library on Monday, February 10<sup>th</sup> from 4:30 p.m. to 5:00 p.m.
- Little Markers at Edward Smith Library on Monday, February 11<sup>th</sup> from 10:30 a.m. to 11:00 a.m.
- Tissue Paper Flowers at Edward Smith Library on Thursday, February 13<sup>th</sup> from 5:30 p.m. to 6:30 p.m.
- Bluey Storytime at Edward Smith Library on Tuesday, February 18<sup>th</sup> from 10:30 p.m. to 11:30 p.m.
- Stuffed Animal Sleepover at Atwater Memorial on Tuesday, February 25<sup>th</sup> from 6:00 p.m. to 6:30 p.m.

### **Upcoming Adult Programs:**

- Quilter's Club at Atwater Memorial Library on Friday's (continuous program)
- Monday Night Mah Jongg at Edward Smith Library on Monday's (continuous program)
- Needle Arts at Atwater Memorial Library on Wednesday's (continuous program)
- Read between the Vines at Roses Vineyard & Winery on Thursday, January 30<sup>th</sup> from 6:00 p.m. to 8:00p.m.
- Amazing Tales with Mike Allen: The Weekend the British Burned Danbury at Atwater Memorial Library on Wednesday, January 29<sup>th</sup> from 6:30 p.m. to 8:00 p.m.
- Fundamentals of Drawing Series with Artist, Liz Egan at Atwater Memorial Library on February 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup> and 22<sup>nd</sup> from 10:00 a.m. to 11:30 a.m. This is a four-week workshop
- Wicked Part I at Edward Smith Library on February 2<sup>nd</sup> at 1:15 p.m.
- Dementia & Alzheimer's Caregivers Support Group at Edward Smith Library on February 13<sup>th</sup> from 10:30 a.m. to 12:30 a.m.
- T.A.B. Meeting for Grades 7 and up at Edward Smith Library on Thursday, February 13<sup>th</sup> from 2:30 p.m. to 4:30 p.m.
- Book Club "Sankofa" at Atwater Memorial Library on Thursday, February 20<sup>th</sup> from 12:00 noon to 2:00 p.m.

- Music Connections at Atwater Memorial Library on Saturday, February 22<sup>nd</sup> from 3:00 p.m. to 5:00 p.m.
- Amazing Tales with Mike Allen: When Connecticut Thumbed Its Nose at Prohibition at Atwater Memorial Library on February 22<sup>nd</sup> from 6:30 p.m. to 8:00 p.m.

#### **6. Unfinished Business: Discussion and action**

- a. Display and Exhibit Policy – No updates**
- b. Liability waivers and hold harmless agreements – No updates**
- c. Social Media Policy – No updates**

#### **7. New Business: Discussion and action**

##### **a. Community Access Awareness Day Presentation: was moved up before Library Director's report**

**b. Smith Library HVAC update:** H.F. Lenz finalized the HVAC Assessment Report. At their January 21st meeting, the Town Council recommended referring this project to the PPBC. The PPBC will conduct a walkthrough on Monday, February 3rd, and will report back to the Town Council with their recommended option. In the report it shows 4 different options:

Option A – In-Kind Replacement with the New Refrigerant Equipment (same system as now) (\$522,945)

Option B – In-Kind Replacement with New Hybrid VRF Refrigerant Equipment (new technically)(\$742,572)

Option C -In-Kind Replacement & Dedicated Outdoor Air Systems (DOASs)(\$1,847,384)

Option D - Central Systems + DOASs (\$2,359,053)

Options C and D are the most beneficial in the long term, though they are also the costliest.

##### **Library budget request FY2025-2026 Library Budget request FY2024-2025**

**- 51610 REGULAR EMPLOYEE (FULL TME):** Contains the annual salary for the Library Director and the Assistant Library Director as well as the five full-time librarians that are Union members. With recently negotiated contract with the Teamsters Local 443, there is a new wage schedule applied to this budget.

**- 51620 PART TIME EMPLOYEE:** The budget contains a 3% salary increase for all part-time Library workers, including the Library custodian position

**- 51630 OVERTIME:** The budget applies to full-time Union members scheduled to work on Sundays (each FT worker is scheduled to work five Sundays). The Library is open Sundays from 1-4 p.m. for 21 weeks, from November through March

**- 53200 PROFESSIONAL EDUCATION SERVICES (PROF DEVELOPMENT):** Includes membership to the Connecticut Library Consortium (a statewide membership collaborative initiating and facilitating cost-effective services and professional development opportunities), institutional membership to the Connecticut Library Association and American Library Association, registration fees for 7 full-time staff members attending the CT Library Association annual conference and fees for an annual staff professional development workshop.

**- 54411 WATER/SEWER** Includes the Regional Water Authority water usage fees for both libraries. No change

**- 55800 TRAVEL REIMBURSEMENT (TRAVEL/TRANSPORTATION):** This account is used for mileage reimbursement for staff making homebound deliveries to patrons and attending

professional development workshops, continuing education courses and Board meetings with our consortium members

**- 55990 OTHER PURCHASED SERVICES (OTHER CONTRACTUAL):** This account covers the service and membership fees for professionals hired for Library programs and author talks, including performers hired for the children's Summer Reading Program. Includes the maintenance costs for the Library website; the annual subscription cost for our online event registration and meeting room reservation software; the annual subscription fee for our two employee time clocks; the data hosting fee for our patron counters; and the subscription cost for Constant Contact, the online marketing tool we use to distribute information about Library programs and events

**- 56010 CLEANING SUPPLIES** Includes the cost of our regular cleaning solutions, carpet cleaning products and miscellaneous cleaning supplies.

**- 56420 LIBRARY BOOKS:** Contains all print audio and visual material added to the Library collection. : Includes subscriptions to digital resources and supports our non-traditional collections including Library of Things, Seed Library, lawn games, memory care kits, museum passes and book discussion kits. The Library of Things is a collection of non-traditional Library items (such as binoculars, metal detector, telescope, sewing machine) that expands our collection's range of materials beyond books and media for borrowing

**- 56900 TECHNICAL SUPPLIES:** The cost of materials used for organizing, circulating and processing items in our collection and patron record management.

**- 56910 OTHER: MATERIALS/SUPPLIES:** The budget includes the costs incurred for programming supplies and equipment. Programming is a significant and valuable service provided by the Library, for both adults and children, and has become central to what we do. It is another tool we use to offer access to information and learning and enrichment opportunities.

**Motion:** Member Budney made a motion to approve a budget request of \$1,068,099 as proposed by the Library Director, seconded by Member Fallon

**Discussion:** None

**Abstain:** None

**With all in favor, motion passed.**

**Motion:** Member Budney made a motion to propose to the Town Manager and Town Council expenditures of \$28,000 from the Atwater Trust and \$2,000 from the Smith Trust in 2024-2025, to be used for collection materials and database subscriptions, seconded by Member Fallon.

**Discussion:** None

**Abstain:** None

**With all in favor, motion was passed.**

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The sidewalks at Edward Smith Library are in need of replacement. The cost to replace the curbing will be approximately \$60,000.

**8. Adjournment:**

**Chair Frandsen adjourned the meeting at 7:30 p.m.**

**Minutes taken by:**

**Gina A. Cox, Board Clerk**