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# TOWN OF NORTH BRANFORD

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MEETING MINUTES  
NORTH BRANFORD LIBRARY BOARD  
Edward Smith Library  
Wednesday, November 12, 2025  
6:00 p.m.

Chair Frandsen called the meeting to order at 6:04 p.m.

**1. Salute to the Flag**

**2. Roll Call**

**Present:** Chair Frandsen, Vice Chair Anderson, Member Fallon

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

**Absent:** Member Budney and Member Macmillen

**3. Approval of minutes:**

**a. Approval of October 8, 2025 minutes**

**Motion:** Chair Frandsen made a motion to approve the minutes from October 8, 2025, seconded by Member Fallon

**Abstain:**

**Discussion:** None

**With all in favor, motion passed**

**4. Library Board Report: Nothing to report**

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

**Sidewalk replacement:** Complete, with exception of paving company needs to come back to do repair work this week. We were closed for 2.5 weeks.

**Smith HVAC:** AI Engineers, Inc.

AI presented to PPBC on Nov. 3<sup>rd</sup>. Requested additional money for replacing electric heaters and fresh air makeup (wall units are at life expectancy)--unclear as why this was not included in original system design/bid?

**Holiday Bazaar & Book Sale** Saturday, November 22, 2025 at the Atwater Library from 9:00am–2:00pm. Totoket Historical Bazaar will also be on the same day and time.

**Turkish Coffee Tasting program** held on Oct 25<sup>th</sup> was a success. Savor the rich flavors of authentic coffee along with Turkish delight and snacks, while exploring a glimpse of Anatolian history and culture!

**New hires:** The Library recently hired 3 new employees. All the new employees are working out well.

**Vendor Expo:** Director Davis and 2 other librarians will be attending the CLC Vendor Expo on Thursday as we continue to work through some of the fallout of the unexpected and sudden B&T closure. Twenty-one vendors for book, digital, equipment, furniture, and supplies will be on hand. The exhibit and presentations about their products and discounts were very helpful.

**Teen/Adult Programs:**

**Monthly Writers Group** was held on Tuesday, November 4<sup>th</sup> at the Atwater Library from 10:30 a.m. – 12:30 p.m.

**How to Become a Published Author with Stephen Spignesi** was held on Saturday, November 8<sup>th</sup> at the Edward Smith Library from 12:00 – 2:30 p.m.

**Get Grounded for the Holidays: EFT Tapping & Boundaries Workshop** -will be held on Saturday, November 15<sup>th</sup> at the Smith Library from 10:00am–11:30am

**Book Club, “The Book of Lost Names** will be held on Thursday, November 20<sup>th</sup> at the Atwater Library from 12:00 p.m. – 2:00 p.m.

**Read Between the Vines Book Club** will be held on Thursday, November 20, 2025 from 6:00pm–8:00pm at Rose Vineyards. Featured book is “The Serviceberry: Abundance and Reciprocity in the Natural World” by Robin Wall Kimmerer

**Teen Programs:**

**The Book Bedazzling for Teens** that was held on Thursday, October 30<sup>th</sup> was very successful.

**Sock Snowman: a Teen Craft Class** will be held on Thursday, December 4<sup>th</sup> from 3:00 p.m. – 4:00 p.m.

**Children Program:**

**Read with Libby** This is the schedule for our 4-week pilot:

November 3rd and 10th at Edward Smith Library from 5-6 PM

November 17th and 24th at Atwater Memorial Library at 5-6 PM

Each child will be given a 15-minute time slot to meet Libby, our therapy dog, and read a book of their choosing.

**Paint-a-Plow** was held on Thursday, November 6<sup>th</sup> at Smith Library from 1:30 p.m. – 6:30 p.m. and Wednesday, November 12th from 10:00 a.m. – 4:00 p.m. at Atwater Library and Monday,

November 24<sup>th</sup> from 10:30 a.m. – 11:00 a.m. at the Atwater Library. Kids in the community decorate the blades of Town snowplows with their handprints, A fun and positive activity to share with our community and the kids can see their artwork in action

**Kindness ROCKS!** will be held on Thursday, November 13<sup>th</sup> from 5:30 p.m. – 6:30 p.m. at the Smith Library

**Green and Pink Witches Storytime** will be held on Saturday, November 15<sup>th</sup> from 1:00 p.m. – 2:00 p.m. at the Atwater Library

**Afternoon Little Makers** will be held on Monday, November 17<sup>th</sup> from 4:30 p.m. – 5:00 p.m. at the Smith Library

**Dinovember Activity** take home bags will be available starting on Monday, November 24 at the Atwater Library and Smith Library

**Percy Jackson Party** will be held on Wednesday, December 10, 2025 at the Smith Library from 5:00pm–7:00pm. Join us in celebrating the new season of Percy Jackson and the Olympians on Disney+ with a night of all things Percy Jackson. Participants will be transported to Camp Half-Blood and be able to earn their camp beads by doing various crafts, activities, and trivia. Recommended ages 10-14

**The Big Snow Music Show** will be held on Saturday, December 13, 2025 at the Smith Library from 1:00pm–2:00pm

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

**a. Liability waivers and hold harmless agreements – No updates**

**b. Social Media Policy – No updates**

**c. Circulation Policy** - In compliance with CSL requirements, it is recommended this policy be reviewed every two years. The changes made to the policy are:

i. NBPL will no longer issue refunds for materials returned following payment of replacement cost. If a patron finds material that they considered lost that they had already paid for, they are welcome to keep the item or donate it back to the library.

ii. New Loan Rule: Non-holdable items. We've only used this for our Wi-Fi hotspots as we are having issues with them being returned. While we can't restrict use of library materials to residents only, can make items in our collection local pick up only.

iii. Added newer items in our collection to our Loan Rule table (Tonies, videogames)

Chair Frandsen made a motion to approve the Circulation Policy with the revisions listed above, seconded by Chairperson Anderson.

**With all in favor, motion passed**

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

**a. 2026 Library Board meeting schedule:** Chair Frandsen made a motion to approve the, to approve the 2026 meeting schedule with the revisions, seconded by Chairperson Anderson  
**With all in favor, motion passed**

**b. Election of Library Board officers:**

Director Davis will check to see when new officers should be voted on

**c. Internet Access Policy/AI Guidelines:** Internet Access Policy is due for a review. Director Davis will be drafting recommended changes to this policy for next month's meeting.

**8. Adjournment:** With no further discussion, Vice Frandsen adjourned the meeting at 7:03 p.m.

**Minutes taken by:**

**Gina A. Cox, Board Clerk**