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TOWN OF NORTH BRANFORD

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MEETING MINUTES NORTH BRANFORD LIBRARY BOARD Atwater Memorial Library Wednesday, December 10, 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 Budney, Member Fallon and Member Macmillen

Also Present: Library Director Davis

Absent: Assistant Library Director Lemire

3. Approval of minutes:

a. Approval of November 12, 2025 minutes

Motion: Chair Frandsen made a motion to approve the minutes from October 8, 2025, seconded by Vice Chair Anderson

Abstain: Members Budney and Macmillen

Discussion: None

With all in favor, motion passed

4. Library Board Report: Chair Frandsen noted to Member Budney, who is leaving the Board, that she speaks for herself and the entire Board in sharing that MaryEllen will be truly missed and is wished the very best.

5. Library Director's Report:

- **Sidewalk replacement:** Library Director Davis mentioned in January will be electing of new officers.

- The libraries will be closing tomorrow, Thursday December 11th at 3:45 p.m. for the annual Town's Holiday Celebration.

- HVAC at Smith Library will hopefully be up and running by July 2026.
- Paint the Plow was completed and the kids in Town really enjoyed doing it and can't wait for the snow to see their handprints on the plows.
- Holiday Bazaar & Book Sale was a huge success.

Teen/Adult Programs:

Book Club for Winter Reading the book is "James"

Sock Snowman: a Teen Craft Class

Children's Programs:

Read with Libby will begin on December 15th

Tots and Tunes PJ Day Storytime will be on Friday, December 12th from 10:30 a.m. to 11:00 a.m. at the Smith Library

Decorate a Gingerbread House will be on Thursday, December 18th from 5:30 p.m. to 6:30 p.m. at the Smith Library

New Year's Eve Stuffed Animal Sleepover will be on December 30th from 5:30 p.m. to 6:15 p.m.

6. Unfinished Business: Discussion and action

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

7. New Business: Discussion and action:

a. **Program Agreement Form:** Created a Programming Agreement form that all booked presenters/programmers must complete and sign. This is an informal contract with presenters/performers, outlining details of the program specifics, payment, marketing, technical needs, arrival time, and rules against using the library for private business promotion. Our intent is to use this form to define expectations and ensure programs align with public service goals.

b. **Library Signage:** Giving consideration to updating the signage in both libraries for functionality and visual appeal--some of it is outdated and placement is wrong. Currently looking into vendors that offer solutions for library signage needs, possibly to include an assessment/audit or site survey. Possibly funded through the borrowIT grant. This grant provides annual funding based on the number of reciprocal borrows and is administered by the State, with funding appropriated by the State Legislature and the Governor. Over the past seven years, the grant has consistently been funded, with the amount determined by the number of items loaned to non-residents.

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

Minutes taken by:



Gina A. Cox, Board Clerk