

WATERBURY PUBLIC LIBRARY COMMISSION MEETING MINUTES
Monday, September 13, 2021 at 5:00 PM – 6:30 PM
SAL Room

1. Meeting called to order at 5:03
2. Agenda adopted as presented
3. July 2021 meeting minutes approved as presented
4. Public Comment - no public was present
5. Town Manager's Report
 - Discussion of Rachel's transition and her work with Bill
 - Budget is in good shape for this time of year.
 - No movement with personnel policy.
6. Treasurer's Report
 - General discussion of library budget and trusts.
7. Library Director's Report
 - Summer statistics- July was a normal month- statistics high- books and foot traffic and so were e-resources! August saw a dip in traffic but understandable. Students starting to come in afterschool.
 - First few weeks- six grants
 - Courier grant and CARES grant wrapped up
 - ARPA grant- using some funds for a new book drop
 - Michelle has been a huge help! Settling into Assistant Librarian position.
 - Roeki DeMaria promoted to Patron Services Librarian.
 - New Circulation Assistant waiting on background check.
 - Rotary, Friends, COVID meetings attended
 - Hosting No Pressure Book Group on Thursday
 - Hard to make the decision to bring masks back but necessary
 - Programming
 - Stargazing Party- over 90 participants!
 - Lending telescope has been hugely popular!
8. Other Business
 - Staffing Update: Patron Services and Circulation Assistant - see notes under Director's report
 - Policy Action Items:
 - Motion was made by Shannon and seconded by Maroni to revise language in the Governance section of the Library Policies to read, "The Commission meets regularly on the second Monday of the month,

September through June, at 5:00pm in the SAL Room at the library or otherwise as noticed in accordance with Open Meeting Law ”

- Motion passed unanimously; New language added to library policy.
- Laptop and Hotspot Lending Policy
 - Motion was made by Susan and seconded by Maroni to adopt the Laptop and Lending Policy as presented by the Library Director
 - Motion passed unanimously
 - Two chromebooks and two wifi hotspots available for lending
 - Asked about translating policies/instructions into other languages
 - Christine will reach out to ELL teachers in school district to inquire about which languages might be helpful to local families
- Policy Discussion
 - Volunteer Policy
 - Suggestion for a letter of recommendation from a teacher for a high school student
 - Will bring another draft of policy to next meeting
 - Appropriate Library Behavior Policy
 - May need more specifics in the policy
 - Personnel Policy - see notes under Town Manager’s report
- Library Director Evaluation
 - Adjust Timeline for the coming year
 - Christine and Rachel met to discuss adjusting the timeline to review evaluation with Rachel, use it to set two goals in September, check-in in February, first annual review next September.
- Library Commission Membership
 - New Commissioner needed
 - Process of recruiting new commissioner discussed.
 - New Commission Secretary needed
 - Susan made a motion to appoint Shannon as Library Commission secretary, Maroni seconded.
 - Motion passed unanimously
- Set October Meeting Date
 - Regular meeting day is Indigenous People’s Day
 - **October meeting will be on Monday, October 18 at 5pm in the SAL room**

9. Meeting Adjourned at 6:30 PM

