



Minutes, Regular Meeting
Babcock Library Board of Trustees
Babcock Library, 25 Pompey Hollow Road, Ashford, CT
10:00 a.m. Tuesday, June 25, 2024

- I. The meeting was called to order at 10:00AM
Members present: Pamm Summers, Sally Demars, Jean Lipker, Catherine Sampson and Barbara Becker.
Absent Jean McCarthy. Ann Harper, Library Director, also in attendance
- II. Secretary's Report: Barbara Becker reported that the correct date for the May minutes is May 28th not May 27th. Sally Demars stated that the Friends update, section b, of the minutes was incorrect. 2 - \$50 gift cards were awarded to eighth grade students and a \$300 donation was made to patron appreciation day. Sally motioned to approve the minutes as corrected; Catherine Sampson seconded. The motion passed.
- III. Treasurer's Report: Pam Summers reported that the bills have been paid.
- IV. Director's Report:
Ann Harper, Library Director, reported:
- 38 people attended the summer reading program event.
 - Summer "crafternoon" will run every Wednesday for the entire summer. 10 are signed up for June 26th.
 - The book programs will run through June and then will be done for the summer.
 - The annual audit will happen in September. Ann will notify the accountant so that she may prepare.
 - The library will switch to a new financial management suite on July 1st.
 - Ann visited the Middletown Library Service Center. It is a library for librarians and supports librarians and libraries across the state. She plans to bring the staff there for a field trip.
 - Ann plans to purchase a small robot for children. It was demonstrated at the center. It can easily be programmed.
 - The budget is looking good.
 - Friday is patron appreciation night.
 - A doll house is being given to the library and will be placed in the children's section.
- V. Old Business – No old business
- VI. New Business
- a. Ann Harper presented a draft of a strategic plan for the library:
- It was agreed that the new plan would be for 3 years, 2024 – 2027.
 - Technology Section:
 - The staff will be informed how to provide technology support for patrons.
 - A professional website designer will be consulted to redesign the library's site.
 - The Director's computer will be taken off the public server and networked to the NAS server.
 - Ann will find out how the NAS server is backed up.
 - Facilities Section:
 - Facility assessment. Barbara Becker suggested adding the status of the elevator to section 1.
 - Do a more detailed analysis of how the library is used.
 - Address the unstable library shelving in the children's area and improve the flow.

- The cost to replace the shelving is between \$9,000 and \$10,000. Ann will research grants. Sally Demars was certain that the Friends of the Library would be supportive.
 - Look into redesigning the circulation desk, moving the Director's office to a more central location, and using the Director's office for the tech area.
 - Collection Section:
 - Enhance access to the content in the library's archive. Many of the books in the special collection are already digitized and in the public domain. Review what books are in the public domain and create links on the library website to give patrons digital access.
 - Enhance content of the archive and reference materials for genealogy research.
 - Barbara Becker suggested researching the cost of a subscription to the library edition of Ancestry.
 - Marketing Section
 - Promote the library and its resources and programs with social media. Different age groups use different social media platforms.
 - Community outreach to the homebound.
 - Better communication between groups.
- b. Summer Library Hours:
 - Ann reported that Wednesday evenings are very quiet. She recommended that during the months of July and August, the library closes at 6:00 PM on Wednesday. The two hours lost will be added to Monday and Tuesday with a 6:00 PM closing on those days. All agreed.

VII. Persons to be Heard: Chonte Fields, Children's Library Specialist:

- Chonte will be co-chair of the CT Library Consortium, along with the South Windsor Children's Librarian.
- Chonte reported on summer programming at the May meeting. There is nothing to add.

VIII. Correspondence: There was no correspondence.

IX. Friends Update:

- a. Sally Demars reported that the wine tasting event will be held on September 14th and the book sale will be held 10/23 – 10/27.

X. Items for the Next Meeting on 9/24/2024: Continue to review the strategic plan.

XI. Sally Demars moved, and Pamm Summers seconded to adjourn at 11:20 AM. Motion passed.

Respectfully submitted, Barbara Becker, Secretary