**Association of Connecticut Library Boards**

Connecticut State Library

231 Capitol Avenue

Hartford, CT 06106

Date: June 11, 2020 at 10:00 a.m.

Location: Zoom meeting

Present: Gail Richmond, Wendy Berlind, Sue Phillips, Carol Mikulski, Jan Glover, Dawn LaValle, Denise Stankovics

Missing: Barbara Leonard

**Call to Order:**  President Gail Richmond called the meeting to order at 10:05 a.m.

**State Library Report:** We began with Dawn’s report because she had to leave the meeting at 10:30. A letter has been drafted by Carol about the responsibilities of library boards to work with directors establishing policies for dealing with the COVID-19 pandemic to ensure the safe operation of the state’s libraries. It was agreed that Carol will incorporate most of Dawn’s suggestions and circulate the letter for board approval. Wendy agreed to post a link to the state guidelines on safely re-opening libraries on the ACLB website. When the letter is approved, it will be posted on the website included in the newsletter, and emailed and snail-mailed to library directors for sharing with their boards. It was moved (Jan) and seconded (Wendy) that the intention of the letter be approved and that it will be circulated once all board members approve the revisions. The motion passed unanimously.

**Secretary’s Report:** It was moved (Carol) and seconded (Jan) to accept the minutes of the April 9, 2020 meeting. The motion passed unanimously.

**Treasurer’s Report:** Sue Phillips reported no transactions in the past two months. With the state on lockdown, mail has not been forwarded from the office of the state librarian. The insurance bill will be paid.

**President’s Report:** Gail Richmond reported that the insurance bill has come with small increases and that the agency has been authorized to renew the coverage.

**FOCL Report:** Barbara Leonard let us know that FOCL has not met in the past month so there is no news.

**Old Business:**

*Newsletter:* Denise reported that she has a good article from the director of the Wallingford Library on dealing with the pandemic and that the front page will feature the letter to boards about the importance of establishing policies for this unique virus situation. There was a discussion on how to get emails for all library directors. Wendy will try to get the list from the state.

**New Business:**

*Conference:* The consensus of the board is that we will not try to have an in-person conference in the fall, with uncertainty about the state of the COVID-19 pandemic. We will look into having webinars available to Connecticut library board members on the day of the conference.

*CLA Scholarship:* Sue asked if we are going to contribute $1000 to the scholarship as we usually do. It was moved (Denise) and seconded (Carol) that we send CLA a check. We have the money and it is in the budget. The motion passed unanimously.

**Adjournment:** It was moved (Jan) and seconded (Denise) to adjourn the meeting at 10:58 a.m. The motion passed unanimously.

The next meeting will be on \_\_\_\_.

Respectfully submitted,

Wendy Berlind, Secretary

**ACLB ANNUAL FINANCIAL REPORT 2019**

**BEGINNING BALANCE – $23,843.24**

**ENDING BLANCE – $24,523.94**

**INCOME**

Membership -- $6760.00

Conference Registrations -- $3,150.00

TOTAL – $9,910.00

**EXPENSES**

MEMBERSHIP MAILING – 129.98

Stamps – 100.00

Envelopes – 21.00

Paper – 8.98

NEW BOARD MEMBERS DRIVE – 119.83

Stamps and supplies – 119.83

WEBSITE AND ONLINE PAYMENTS – 863.87

Maintenance Fee -- $300.00

Website Annual Fee – 540.00

Online Payments Fees – 23.87

SECRETARY OF STATE ANNUAL REPORT – 50.00

INSURANCE – 1160.00

NEW CHECKS – 41.71

TRAVEL – 24.85

NEWSLETTER – 1383.58

March printing – 338.70

March postage – 117.67

June printing – 340.06

June postage – 121.67

September printing – 340.06

September postage – 125.42

CLA SCHOLARSHIP – 1000.00

CONFERENCE – 5139.46

Program Packet Printing and Supplies – 844.25

Awards – 31.21

Plaque for Ken Wiggin – 79.76

Facility – 4184.24

TOTAL – 9913.28