

**Westbrook Public Library
Board of Trustees Meeting
7:30 pm, December 7, 2010
At Westbrook Public Library, Ct**

Call to Order by K. Cietanno, Chair

In Attendance: Kathy Cietanno (Chair), Sarah Holbrook, MaryJo Noonan, Martha Neale, Mary Ann Clark, Marilyn Maynard, Lewis Daniels (Library Director)

Secretary's Report: Motion made by M.J. Noonan to accept minutes from previous meeting; 2nd by S. Holbrook.

Financial Report:

- L.Daniels presented his Financial Report through the month of November 2010.
- He is staying on budget
- He is carefully watching building maintenance expenses, although pump seal work needs to be done. Pump problems were discussed, frustration that repairs are needed on a relatively new piece of equipment. Daniels will speak w/ an engineer about these problems. Advice is needed on how best to proceed with this-should we speak with the town attorney?
- Daniels plans on using gift funds for book purchases.
- Electricity cost during winter he expects to decrease be down, due to the increased cost of running air conditioner in summer heat.
- In next year's budget, he plans on decreasing the amount budgeted for heating & put that \$ towards building maintenance.
- Motion made by M. Neale to accept Financial Report; 2nd by S. Holbrook; approved by unanimous vote

Library Director's Report:

- Library Activities included:
 - Holiday House: very popular, as in the past. Held at WHS
 - Tree Lighting on the Green: L. Daniels more active in the committee this year due to a loss of town volunteers. Artist Wild Bill's expenses were paid by the "Friends of the Library".
 - Chinese Folktales: 16 viewers.
 - Nature Program: number of participants was a bit down, but still good.
- Literacy Volunteers will be moving in downstairs during the spring.
- Community Room is getting lots of use.
- Some computer equipment was donated by town residents
- Daniels is working on a Connecticut Rocks & Minerals display.

Action Plan:

- Daniels distributed both the 2009-2010 and the 2010-2011 Action Plans
- Discussion included:
 - Planned upgrade of computers & printers, which are used a great deal by library visitors.
 - One computer might be used for OPAC exclusively. This would encourage use of OPAC.
 - Should the card catalogue be phased out? Some still use it & it is up-to-date.

Committee Reports:

- none

Old Business:

- L. Daniels distributed By-Laws for future review.
- Employee evaluations were discussed.

Adjournment: Motion made by S. Holbrook to adjourn; 2nd by M. Neale; approved by unanimous vote.

Respectfully Submitted by M. Neale