

-Minutes subject to Board approval-

**Westbrook Public Library
Board of Trustees Annual Meeting
December 1, 2015
At Westbrook Public Library, Ct**

Call to Order at 7:00 p.m. by K. Cietanno, Chair

In Attendance: Kathy Cietanno, Rosemary Einsmann, Gina Fifield, Martha Neale, MaryJo Noonan, Meagan Ruppenicker, Lew Daniels (Library Director).

Secretary's Report: Minutes from last year's meeting were approved at the January 2016 meeting.

Election of Officers: Motion made by Ruppenicker to reappoint the current slate of officers: Chair: Kathy Cietanno; Vice-Chair: Mary Jo Noonan; Corresponding Secretary: Fifield; Treasurer: Norma Roman; Recording Secretary: Martha Neale. 2nd by Noonan. Passed by unanimous approval.

Appointment of Committees: Our committee organization and structure has worked well in regards to allowing us to accomplish all we set out to accomplish and addressing any new tasks that present themselves.

The standing committees consist of: a Building Committee, a Finance Committee, a Policy Committee Special Committees will be appointed as needs demand. All Board members sit on all the Standing Committees.

• **Review & Appointment of Librarian:** Discussed Daniel's Annual evaluation. Noonan will continue to work on it and we will continue to discuss next month.

• At next month's Board meeting, the Board will look at last year's action plan and prepare Mr. Daniel's evaluation.

• Members of the Board will look at the notes and be prepared to discuss next month.

• Einsmann made a motion to reappoint Lewis Daniels as the Library Director; 2nd by Noonan; passed by unanimous approval.

Schedule For Next Year's (2017) Meetings:

• The Board will generally meet on the first Tuesday of the month: 1/3, 2/7, 3/7, 4/4, 5/2, 6/6, 7/11, 8/1, 9/5, 10/3, 11/14, 12/5 annual meeting. 1/2/18.

• Annual meeting will be November 1, 2017 (if town elections, annual meeting in December).

• First meeting in 2018: January 9, 2018.

• **Adjournment:** Motion made by Fifield to adjourn; 2nd by Noonan. Adjourned at 7:22pm.

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**Westbrook Public Library
Board of Trustees Meeting
December 1, 2016
At Westbrook Public Library, Ct**

Call to Order at 7:22 p.m. by Cathy Cietanno, Chair

In Attendance: Cathy Cietanno, Rosemary Einsmann, Gina Fifield, Martha Neale, MaryJo Noonan, Norma Roman, Megan Ruppenicker and Lewis Daniels (Library Director).

Audience of Citizens: none present

Secretary's Report:

- Ruppenicker made a motion that the minutes from the November 2016 Board Meeting be accepted as presented; 2nd by Neale. All in favor.

Treasurer's/ Financial Report:

- Monthly Report:
 - L. Daniels presented his Financial Report for the month.
 - We are about 1/3 % of the way through the fiscal year, so we should have about 66 % remaining.
 - Generally, in good shape.
 - On target in most items.
 - Building maintenance costs high because we doing lots of work on building- lights, wiring.
 - Printing costs high. One of the most used services here at the library. We do not charge students.
 - Some conferences coming up.
 - Year-end...balance in payroll. (\$13,000) because we went from 6 positions to 5. Overall +\$ 22,381.00 was turned back to town. \$9,000 extra was due to a rebate, rate reductions, good weather- cool summer not too cold winter.
 - Motion made by Neale to accept Treasurer's/Financial Report; 2nd by Einsmann. Accepted with unanimous approval.

Library Director's Report:

- Circulation & Activity
 - Statistics: circulation is down, due to interlibrary loans reductions.
 - Reference activity good.
- Building Maintenance:
 - Have switched from cooling to heating w/o any problems.
 - Had some electrical work completed.
 - New phone/internet services working well.
- Programs: story hour, music program for preschoolers, teen book group, Westbrook Readers, We Love Our Library Day, Bushy Hill turtles.
 - Wednesday folder helped get the word out.
 - Some upcoming holidays activities in the planning.
- Annual Report to the Ct State Library. Daniels is working on it.

Committee Reports: None

Correspondences: None

Old Business: None

- Action Plan: discussed
- Downstairs:
 - Working on plans for the downstairs space.
 - Tom Elliott is preparing a floor plan
 - Plans include a simple heating/cooling unit, no bathrooms, high ceiling.
 - Daniels is getting some numbers so we will be well prepared to go to the town in the spring.
 - Daniels will look into getting 3 bids.
 - We will discuss forming a committee if necessary.

New Business: None

Adjournment: Motion made by Noonan to adjourn; 2nd by Ruppenicker. Adjourned at 8:15 pm.

Respectfully Submitted by M. Neale

Westbrook Public Library Action Plan 2016

Collection & Services	
Continue to build audiobook, music, and DVD collections	
Promote use of online resources	
Maintain web and social media presence	
Maintain good communication and relations with school librarians	
Continue one-on-one tech support	
Seek to promote adult, YA, and children's book circulation	
Promote more adult programs by partnering with Historical Society and other organizations	
Promote more teen programs by working with Westbrook Youth & Family and Westbrook High School's Assets Committee	
Building & Grounds	
Prepare plan for the north end basement project	
Develop and carry out a plan to clear out unneeded equipment and material in north end basement space	
Prepare a checklist and timetable for necessary repairs and maintenance	
Staffing & Planning	
Develop a policy for art exhibits	
Nurture and strengthen the Friends of the Library	

Maintain active involvement in LION committees	
Continue to work with Asset Committee, Youth & Family, and Social Services	
Review & revise Page job descriptions as needed and provide appropriate training	