

-Minutes subject to Board approval-

**Westbrook Public Library
Board of Trustees Meeting
May 3, 2016
At Westbrook Public Library, Ct**

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

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

Audience of Citizens: none present

Secretary's Report:

- Fifield made a motion that the minutes from the April 2016 Meeting be accepted with an amendment to the date; 2nd by Bishop. All in favor.

- **Treasurer's/ Financial Report:**

- Monthly Report:

- L. Daniels presented his Financial Report for the month.

- We are about 84% of the way through the fiscal year, so we should have about 16 % remaining.
 - Generally, in good shape.
 - Way ahead in heating expenses. The remainder of the money can be used elsewhere.
 - Ceiling painted-no problems, feels much brighter. Cost was \$6,000.
 - We are a bit over in building maintenance items, but can transfer from heating account.
 - We may go over in telephone, but no worries.
 - Conference costs. Attended by Brittany this year.
 - AV will use funds from Gift Funds.
 - Still waiting for the periodical bill.
 - Future plans- carpet cleaning and have all tile in the building thoroughly cleaned.
 - Landscaping- property has been mulched. We may need to remove some trees, due to decay. Maybe replace with a cherry tree similar to those we already have and that are doing well. Maybe next year.
 - Overall, in good shape.
 - State budget cuts still unclear.
 - Town Budget Meeting on May 11, 2016 at 7:00pm.
 - Motion made by Neale to accept Treasurer's/Financial Report; 2nd by Bishop . Accepted with unanimous approval.

Library Director's Report:

- Circulation & Activity
 - Numbers up a bit.
- Connecticut delivery service problems. The switchover from a private service has ben tricky. Now, at the end of the month, seeing improvement. Still some problems within Lion, but all in all going well.
- Interlibrary loans have generated lots of discussion at the local and state level. It is a very well used service. The state has taken over and it will take some time for them to figure it out.

- CEN- a fiber optic is great for big systems. They pay for our small connection (5) to Lion. If we join CEN & get fiberoptic, it would be an additional \$150/mo, in addition to the Frontier. It is more than we need. There is also a monthly maintenance fee is very high 4,500/yr. We have the possibility to join the Frontier at \$100/mo for public internet. We still do not know what is happening at the state level- private sector -V- public sector should cover the costs? It is part of a larger conversation about technology. We do not have to commit to anything right now; we have time. Everything is uncertain at this moment. Westbrook library does not need a fiber optic, considering the number of computers we have.
- Programs:
 - Bears in Ct.
 - During school vacation we offered a animal program that was well attended.
 - Poetry Performance by local poet.
- Building Maintenance:
 - Railing project completed
 - Ceiling project done
 - Trees down in the woods. Daniels will cut down and take the wood away.
- Daniels working on employee evaluations

Committee Reports: None

Correspondences: None

Old Business: None

- Pre-School Program: still some problems:
- Bridge Club members people should not be in parking early before their start time, due to potential safety issues. Daniels has asked them repeatedly to not come early, but it is still a problem
- After a lengthy discussion, it was decided that their start time will be moved to 1:00. There should be one hour between program, to allow for safe dismissal of children and clean-up.
- Cietanno made a motion that move that Bridge Club not be allowed in the Community Room until after 1:00; 2nd by Bishop; all in favor.
- Reviewed Action Plan and making good progress:
 - Basement plan postponed. Maybe a board tour at next meeting. Deferred for budget reasons, but we are ready to move forward.
 - Decided not to host artist
 - Friends letter coming out soon
 - Lots of property improvements
 - Staff involved in lots of organization
 - Working with youth & family & social services.
 - Hiring pages soon. Will also hire one college student who wants to be a librarian.

Action Plan:

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

New Business:

- Summer Reading- still have not heard about the school's program, probably Nutmeg books. Brittany is working with the schools. Park & Rec might be doing something this summer.
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Adjournment: Motion made by Einsmann to adjourn; 2nd by Bishop. Adjourned at 8:09 pm.
Respectfully Submitted by M. Neale