

**Westbrook Public Library  
Board of Trustees Meeting  
7:30 pm,  
March 6, 2012  
At Westbrook Public Library, Ct**

Call to Order at 7:30 p.m. by K. Cietanno, Chair

**In Attendance:** Kathy Cietanno, Katherine Bishop, Rosemary Einsmann, Gina Fifield, Sarah Holbrook, Martha Neale, MaryJo Noonan, and Lewis Daniels (Library Director).

**Secretary's Report:** Noonan made a motion that the minutes from the February 2012 Monthly Board Meeting be accepted as presented; 2<sup>nd</sup> by Bishop.

Bishop made a motion that the minutes from the 2/16/12 Special Meeting be accepted as presented; Neale 2<sup>nd</sup>.

**Treasurer's/ Financial Report:**

- L. Daniels presented his Financial Report through the month of February 2012.
- At this time we are 2/3 of the way through the year, with 1/3 remaining.
- Supplies are thin.
- Only 1 service contract remaining.
- Although the cost of oil is high, we saved a fair amount on our heating costs this winter because we used so little.
- Electricity costs are low in part because there was a rate drop.
- Payroll is on track.
- The town has a 16% drop in the grand list, so this will have an effect on next year's budget.
- Motion made by Ferrara to accept Treasurer's / Financial Report; 2<sup>nd</sup> by Bishop; unanimous approval.

**Library Director's Report:**

- Library use numbers were up. Wireless use has doubled.
- Programs: well attended
  - Story hours.
  - Valentine craft workshop drew about 20 people.
  - Nature program about insects brought about 46 participants.
  - Sparky's Puppet Show during school vacation week had an audience of 63.
- Building projects completed during the month:
  - Septic pipe replacement completed
  - Architect Ken Best looked at the window crack. Perhaps caused by an impact, not a stress crack.
  - Sign on Route 1 is repaired, thanks to Daisy custodians.
  - Jake Collins finished his Eagle Scout project at the rear of the building.
  - Cietanno & Linda Lawton have created landscaping plans for the library's exterior. Library funds will be used to pay for plant material. Noonan made a motion that \$2,000 be earmarked for use towards landscaping projects; Fifield 2<sup>nd</sup>; all in favor.
  - The Friends have covered the cost of an irrigation system.
  - Daniels is working with the schools' art teachers & planning student art shows for the spring & summer.
  - He has also contacted SCSU regarding a student intern at our library.

- Finances:
  - Following the 2/16/12 Library Board Special Meeting, Daniels asked that the Board of Selectmen place an appropriation request of \$15,000 from the Library's gift funds account be put on the agenda for their next meeting. They did so & the Selectmen approved the request at their 3/1/12 meeting. It will now go to the Board of Finance for consideration.
  - The Board of Selectmen added \$2,635 to the Library budget request to cover the money inadvertently left out of the building system & telephone system maintenance line items in the Finance Director's draft budget. Our request now totals \$368,667. Board of Finance will review on 3/21/12.
  - In the upcoming fiscal year, the Library expects to request funding for a generator.
  
- Miscellaneous
  - Historical Society: Their potential use of the Library's basement needs to be discussed further. What are their needs & expectations? Noonan will follow up.
  - A Friends of the Library Meeting will be called shortly.

**Committee Reports:** None

**Correspondences:** None

**Old Business:** None

**New Business:** None

**Adjournment:** Motion made by Holbrook to adjourn; 2<sup>nd</sup> by Noonan. Adjourned at 8:15pm.

Respectfully Submitted by M. Neale