

-Minutes subject to Board approval-

**Westbrook Public Library
Board of Trustees Meeting**

7:00 pm June 7, 2016
At Westbrook Public Library, CT

Call to Order at 7:05 pm by K. Cietanno, Chair

In Attendance: Kathy Cietanno, Rosemary Einsmann, MaryJo Noonan, Katharine Bishop, Katie Holbrook and Lewis Daniels (Library Director)

Audience of Citizens: none present

Secretary's Report:

*Motion by Bishop to accept May minutes with amendment to *In Attendance* (Noonan and Holbrook were not present); 2nd by Noonan. Accepted by unanimous approval.

Treasurer's/Financial Report:

*Monthly Report

-L. Daniels presented Financial Report for the month

-84% through fiscal year; approximately 16% of Budget remains; in good shape

-Daniels noted:

*he attended BoS meeting to thank the Westbrook Foundation for support and stewardship over the years

*he attended BoF and BoS meetings to request annual supplemental appropriation of \$15,000 for Library Gift Fund

*upstairs carpet cleaning will wait

*Motion made by Bishop to accept; 2nd by Holbrook. Accepted by unanimous approval.

Library Director's Report:

*Circulation & Activity off

*State Delivery Service slowly improving

*Programs have included Ancestry.com, Container Gardening, Plants and Pollination, and Ethnobotany

*Lew has been involved in meetings in our community and with LION groups. Brittany Mullen is also busy with various community groups and LION Shared Object Committee. Mary Nyman has been working hard with community outreach through Daisy and WMS to advocate for summer reading and program participation at the library, where she and Brittany have built a full schedule of programs.

*UMASS Amherst student will be working as a page in the evenings this summer. Another possible internship was considered; after spending time together, Lew, the job coach, and the sponsoring agency determined the fit was not right.

Committee Reports: None

Correspondence: None

Old Business: Continue to note how action plan items are being fulfilled.

Westbrook Public Library Action Plan 2016

Collection & Services	
Continue to build audiobook, music, and DVD collections	
Promote use of online resources	June, 2016
Maintain web and social media presence	June, 2016
Maintain good communication and relations with school librarians	June, 2016
Continue one-on-one tech support	
Seek to promote adult, YA, and children's book circulation	June, 2016
Promote more adult programs by partnering with Historical Society and other organizations	June, 2016
Promote more teen programs by working with Westbrook Youth & Family and Westbrook High School's Assets Committee	June, 2016

<h2>Building & Grounds</h2>	
Prepare plan for the north end basement project	Board "Walk" of space to be scheduled
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	January, 2016
<h2>Staffing & Planning</h2>	
Develop a policy for art exhibits	No art policy
Nurture and strengthen the Friends of the Library	
Maintain active involvement in LION committees	June, 2016
Continue to work with Asset Committee, Youth & Family, and Social Services	
Review & revise Page job descriptions as needed and provide appropriate training	June, 2016

New Business: None

Adjournment:

Motion made at 8:00 by Noonan; 2nd by Holbrook. Accepted with unanimous approval.

Respectfully submitted by:

M Noonan