

**Westbrook Public Library  
Board of Trustees Annual Meeting  
7:00 pm,  
November 13, 2012  
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 and Lewis Daniels (Library Director).

**Secretary's Report:**

- Noonan made a motion that the minutes from the December 6, 2011 Annual Meeting be accepted as presented; 2<sup>nd</sup> by Fifield. Passed by unanimous approval.

**Election of Officers:**

- Motion made by Fifield to reappoint the slate of officers: Chair: Kathy Cietanno; Vice-Chair: Mary Jo Noonan; Corresponding Secretary: Sarah Holbrook; Treasurer: Norma Roman; Recording Secretary: Martha Neale.
- 2<sup>nd</sup> by Einsmann. Passed by unanimous approval.

**Appointment of Committees:**

- 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**

- The Board looked at last year's action plan to review and substantiate Mr. Daniel's evaluation.
- The Board will collaborate on a written review for next month's monthly Board meeting.
- Fifield made a motion to reappoint Lewis Daniels as the Library Director; 2<sup>nd</sup> by Noonan; passed by unanimous approval.

**Schedule for 2013 Monthly Board Meetings**

- The Board will generally meet on the first Tuesday of the month: January 8, February 5, March 5, April 2, May 7, June 4, July 2, August 6, September 3, October 1, November 12, December 3
- The 2013 Annual Meeting will be December 3, 2013
- The first meeting for 2014 will be January 7, 2014
- Motion made by Neale to accept dates; 2<sup>nd</sup> by Fifield. Passed by unanimous approval.

**Adjournment:** Motion made by Fifield to adjourn; 2<sup>nd</sup> by Einsmann. Adjourned at 7:40pm. Unanimous approval.

Respectfully Submitted by M. Neale

