

Westbrook Public Library
Board of Trustees Annual Meeting
7:00 pm,
December 3, 2013
At Westbrook Public Library, Ct

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

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

Secretary's Report:

- Fryxell made a motion that the minutes from the November 2013 meeting be accepted as presented; 2nd by Noonan. All in favor.

Treasurer's/ Financial Report:

- Monthly Report:
 - L. Daniels presented his Financial Report for the month.
 - Overall, the accounts are in good shape.
 - No heating bills yet. Electricity expenses have been manageable.
 - The service contract has been paid.
 - The cost of a replacement sign may be paid by Sandy Damage Funds. If not, we can find the money.
 - No payroll figures yet. New rates will go into effect soon. Daniels cannot accurately budget payroll because he has not yet received the figures from town hall. A new contract was being presented to the union and it has yet to be resolved.
 - For next year, Daniels will prepare a budget in which anticipated payroll expenses will include a part time assistant library. We need to budget for this.
 - Motion made by Noonan to accept Treasurer's/Financial Report; 2nd by Bishop. Accepted with unanimous approval.

Library Director's Report:

- Numbers were down a bit. Daniels speculates that the cold temperatures might help explain this.
- Slow internet services hurt numbers as well. A new server has been installed and lost DSL modem. The internet connection is much faster. AT&T services seem good.
- Many patrons needed extra help this month with their email accounts, due to some new features of many providers.
- Programs:
 - Ranger Russ Miller about tracking animals.
 - Craft Workshop with Shoreline Community Women.
 - Tree Lighting is coming up. Much to do.
- Building Maintenance:
 - The Garden Club designed & installed holiday plantings for the front.
 - Back parking lot light repaired.
 - Recent staff meeting:
 - They were surprised that we are considering the hire of an assistant librarian.
 - A couple of staff members said they might like more hours if possible. Lew will discuss it with each staff to make sure they are getting the hours they want.

- Also discussed was the full use and upgrading of the copy machine.
- Motion made by Fifield to accept the Library Director's Report; 2nd by Einsmann; all in favor.

Committee Reports: None

Correspondences: None

Old Business:

- Lengthy discussion regarding use of downstairs:
 - Back doors open whenever library is open.
 - Many children are here after school without parental supervision.
 - The library staff supervises them but this can be difficult to manage at times.
 - Board members expressed safety concerns regarding children playing in the Community Room without supervision.
 - The downstairs doors should not be always locked because it is the best wheelchair entrance. Daniels will look into perhaps locking the doors into the community room when not in use.
 - Daniels will also research camera installation.

New Business:

- Budget for the next fiscal year:
 - Daniels presented a suggested budget he has been working on.
 - Not many increases necessary to cover anticipated expenses.
 - Proposed requests are just a bit over this year's budget & numbers are just about the same.Open discussion as follows:
 - Is there enough budgeted for professional development? Can staff go to enough conferences? They are both energizing and motivational.
 - Utility cost: noticeable telephone cost because of internet service.
 - Book budget can be supplemented by gift funds.
 - Many magazines are folding.
 - Newspapers expensive.
 - Audiovisual supplies: can access the gift funds for additional purchases. Daniels is looking into buying popular ewer collections. DVDs are well used. Inter library loan is often used for DVD borrows. Lion and state libraries is a great resource for us.
 - Budget process:
 - Part time payroll for substitute that should have been put in last year by the town. Generally money from part time payroll covers gaps in full time payroll.
 - \$3,000 that should have been in last years budget never showed up. Daniels will ask for that money again.
 - Substitute vs. increase hours of current staff?
 - Policy dictates that full time employees get paid for Monday and Friday holidays. We need to budget for them.
 - Daniels needs to have final budget in January.
 - Is the board willing to fund the benefit package one time to create the part time position? Pay is about \$24 per hour for a MLA candidate.
 - Succession plan/ long-term plan. We need an assistant as part of our long-term plan. This person needs to be able to offer some technological expertise.
 - The Board members compliment Daniels's thoroughness and tireless efforts in preparation of the budget.

Adjournment: Motion made by Noonan to adjourn; 2nd by Bishop. Adjourned at 8:35pm.

Respectfully Submitted by M. Neale