

Westbrook Public Library
Board of Trustees Annual Meeting
7:00 pm,
January 8, 2013
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:

- Fifield made a motion that the minutes from the December 2012 meeting be accepted as presented; 2nd by Einsmann. Passed by unanimous approval.

Treasurer's/ Financial Report:

- Monthly Report:
 - L. Daniels presented his Financial Report for the previous month.
 - We are 50% of the way through the fiscal year.
 - Our finances are satisfactory at this time.
 - \$3,000 is in the new budget for a part time or substitute librarian. Unsure if I will be approved, but it would help greatly, especially on days when a staff member is out ill.
 - The mild weather has helped keep some costs down.
 - We just renewed many periodical subscriptions.
 - Motion made by Fifield to accept Treasurer's/Financial Report; 2nd by Noonan.
- Budget:
 - Daniels submitted the operating budget for next year.
 - He is now working on the capital budget. Submission due 1/17/13. The generator will be a priority.

Library Director's Report:

- December was a quiet month. As in past years, there is less activity at this time of the year. The Newtown tragedy contributed to a dramatic drop in families and children using the library in the days following the incident.
- Our usage statistics: adult circulation decreased slightly, children decreased 40%.
- Programs:
 - Annual Holiday House Workshop
 - Ranger Russ Miller from Meigs Point Nature Center
 - China group Tea Party
 - The Children's Christmas Craft Workshop was canceled due to lack of interest.
- Ancestry.com: perhaps someone with experience using their resources could visit the library to show others how to utilize it best?
- Intern work: our recent SCSU intern completed a survey on database usage by staff. She compiled a user manual for the staff with 'cheat sheets'. It was a good reminder of how many resources we have.
- Social Media:
 - We discussed at length how the library might utilize Facebook.
 - The overall opinion was that we do not have the staff available to manage it well.
 - We really need an Assistant Librarian. In the future, when we do hire someone new, that person should have a strong background in technology and social media.

- At this time, the existing information structure is working, so Lew will continue to update the website, but not actively promote our Facebook page.
- Building Maintenance:
 - No major issues
 - Still working towards getting a generator.
 - Regarding capitol expenditures, if they are not used within the year, they are available in the future.

Committee Reports: None

Correspondences: None

Old Business:

- Neale handed out some possible wording for the Librarian's Review. We will finalize it at next month's meeting.
- Another rough draft of a Library brochure was reviewed. Changes will be made.

New Business: None

Adjournment: Motion made by Einsmann to adjourn; 2nd by Fifield. Adjourned at 9:05pm.

Respectfully Submitted by M. Neale