

Westbrook Public Library
Board of Trustees Annual Meeting
7:00 pm,
April 2, 2013
At Westbrook Public Library, Ct

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

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

Secretary's Report:

- Bishop made a motion that the minutes from the February 2013 meeting be accepted as presented; 2nd by Noonan. Passed by unanimous approval. (There was no March meeting due to lack of quorum.)

Treasurer's/ Financial Report:

- Monthly Report:
 - L. Daniels presented his Financial Report for the previous month.
 - We are about 1/3 of the way through the year.
 - On-track for almost all items; no anticipated problems.
 - We will use gift funds for book purchases.
 - Note to remember... in June we need to begin the process to request an additional appropriation.
 - Motion made by Bishop to accept Treasurer's/Financial Report; 2nd by Neale.

Library Director's Report:

- This month's Library Report covers two months, due to the missed meeting.
- Circulation numbers reflect bad weather and subsequent library closings.
- Daniels completed & submitted the Westbrook Foundation grant, requesting funds to replace the adult computers.
- Programs: very successful variety of offerings.
- Daniels is monitoring use of downstairs to ensure people are respect of others' time.
- Brochure completed.
- Building Maintenance: a couple of small issues:
 - Working on a replacement sign. Perhaps use a different material since it has broken three times. We might be able to use FEMA money since the damage was storm-related.
 - Generator project is working its way through the budget approval process.
 - Basement renovation project is in early planning phase, but will not begin in the near future. There has been some discussion of using the space for temporary town offices in case of a storm.

Committee Reports: None

Correspondences: None

Old Business:

- I-Pad: it will be loaned out for use within the library. Some restriction including: use time limited to 1 hour, borrower will turn in his/her driver's license while using it (following Old Saybrook Library's policy), no downloads allowed, age limit, child can use w/ parent.

- Director's Report: Noonan, Fifield will work on it.
- Artwork: Campbell researching policies. Recommends showing student work & request it through the teachers. /Perhaps artist statements could accompany work? It would be helpful if the library purchased non-glass frames in which to place work, thereby minimizing hanging problems.

New Business:

- Fifield mentioned a seed swap- good use for old card catalogues.

Adjournment: Motion made by Bishop to adjourn; 2nd by Campbell. Adjourned at 8:30pm.

Respectfully Submitted by M. Neale