

**Westbrook Public Library
Board of Trustees Meeting
7:30 pm, October 11, 2011
At Westbrook Public Library, Ct**

Call to Order at 7:30 p.m. by K. Cietanno, Chair

In Attendance: Kathy Cietanno, Mary Ann Clark, Paula Ferrara, Gina Fifield, Marilyn Maynard, Martha Neale, MaryJo Noonan, Norma Roman, Lewis Daniels (Library Director)

Public Presentation: Lauren LaDelfa present. She is working on her Girl Scout Gold Award project: converting 1980's WHS women's basketball games from cassettes to DVD, making copies of the DVD to give to the library, working on editing with the WHS librarian, interviewing players, planning a celebration when project is completed. She requested \$300 from the library to help cover the cost of converting the cassettes. All agreed it is important to preserve these pieces of Westbrook history. Neale made a motion that \$300.00 be moved from the Gift Fund to make available for her; Noonan 2nd; all in favor.

Secretary's Report: Clark made a motion that the minutes from the 9/13/2011 Special Meeting as presented; 2nd by Ferrara.

Treasurer's/ Financial Report:

- L. Daniels presented his Financial Report through the month of September 2011.
- We are ¼ of the way through the fiscal year.
- The annual payment for the service contract was paid.
- 40% of the book budget remains.
- All-in-all accounts are in good shape.
- Motion made by Noonan to accept Treasurer's / Financial Report; 2nd by Neale; approved by unanimous vote

Library Director's Report:

- The Westbrook Foundation grant was submitted on time, thanks to Lion & several Board members.
- The Town Charter Commission- some questions to consider:
 - Who would control the library budget?
 - Would employees have to unionize?
 - Many details did not come up at the recent Town Meeting because most of the focus was on the Town Manager position
 - Noonan will work on a letter to the Commission discussing our position: the majority of the Board supports an elected Board versus an appointed Board, with terms remaining at 6 years.
- Daniels is completing the Annual Report to the state and the town. State Report is due 11/15/11. Town report has no deadline yet.
- Daniels is working with the town to acquire a generator for the library for use in case of emergencies. Some work needs to be done at the library to prepare for it, with the money coming out of the Building Fund. Daniels will get an estimate.
- The planters in the rear of the building are near completion. It is a Boy Scout project.
- The adopt-a-spot Committee is looking into assistance with Library landscaping.
- The Irrigation system has been installed.
- A slight crack has appeared in an eyebrow window in Periodical Room. It will be repaired.
- Some trim at the Library entrance is also in need of repair.
 - of having digital readers at the library.

Committee Reports: None

Correspondences: None

Unfinished Business: None

New Business: None

Old Business:

- Cietanno is working on Daniel's long overdue bonus.
- Daniels looked into World Books online & they are fairly expensive if we wanted public access.
- Discussion about an area/shelf in the library being devoted to Westbrook History and local authors.

Adjournment: Motion made by Maynard to adjourn; 2nd by Noonan; approved by unanimous vote.

Respectfully Submitted by M. Neale