

The Board of Trustees of the Westbrook Public Library held their regular meeting on Tuesday, September 7, 2010, at 7:30 p.m. at the library. Present were Kathy Cietanno (Chairman), Paula Ferrara, Gina Fifield, Sarah Holbrook, Martha Neale, MaryJo Noonan, Norma Roman, and Library Director Lewis Daniels.

Following a motion by Norma and a second by Martha, the minutes of the June 1, 2010 meeting were approved by unanimous vote. Lew gave the financial report for July and August. He reviewed the list of bills and discussed the status of the building maintenance account and reported that a \$2,000 repair was needed in the fire alarm panel and noted that the electric bills have been high with the hot weather this summer. The elevator starter failed and needs replacement at a cost of \$2,368 and the leaky circulating pump needs replacement. The cost estimate for the pump replacement has not yet been received. Following a motion by Martha and a second by Sarah, the financial report was approved by unanimous vote.

In the Library Director's report Lew noted that circulation was down from last year but reference activity, reserves, and interlibrary loans were all up. There was a full schedule of programs during the summer vacation although the science education sessions were not well attended. Lew thanked MaryJo and Jane Luca for conducting the final Nutmeg Award book discussion following Mary Nyman's hip replacement surgery.

Lew reported on the building maintenance issues that had cropped up during the summer. The flow switch on the chiller needed replacement again this year. We had several ceiling tiles collapse due to condensation drips during the hottest and most humid weather. The leak in the workroom occurred again with a heavy wind and rain event. The main water line sprung a leak, which was repaired. The repair entailed shutting off and then turning the water back on. After this, a little girl drank a bluish substance from the water fountain in the children's room and her mother took her to the clinic to be checked out. The little girl was released. The Water Company and the personnel at the clinic felt that the substance was harmless and probably had been flushed out when the water was turned on again. The water fountain has been turned off since the incident. MaryJo said that the fountain sound be turned on again and adjusted if necessary.

Lew reported that the leaking circulation pump needs replacement but the cost is uncertain and the elevator starter needs replacement at a cost of \$2,368. Gina made a motion, seconded by Martha, to approve the replacement of the circulation pump at a cost not to exceed \$5,000 and to replace the elevator starter at a cost of \$2,368. The motion passed by unanimous vote.

Mary Nyman is doing well following her surgery. She will need an operation on her other hip this spring. The art hanging system purchased by the Friends Building Improvement Fund has been installed and the two quilts have been hung. The Selectmen are ready to approve a lease agreement with Literacy Volunteers when they are ready to return to the library.

This year, at the suggestion of the Westbrook Schools, we will plan some library programs around the art, culture, and civilization of China. Lew reported that Cynthia Murdock Lord has donated a framed engraved portrait of one of her ancestors, Reverend James Murdock. An esteemed academic and clergyman, Reverend Murdock donated a collection of books for the first public book collection in Westbrook. Martha volunteered to have the portrait reframed in archival quality materials.

The Board discussed preparing a personnel and succession plan for staffing the library

before preparing a budget proposal for the next fiscal year. The Board will review the staffing situations at area libraries in communities of similar size and further explore the issue at the October meeting.

Kathy read a thank you note from Mary Nyman and reminded the Board about the Westbrook High School Hall of Fame installation ceremony on Sunday, September 12, 2010, at 2 p.m.

Following a motion by MaryJo and a second by Martha, the meeting adjourned at 9:00 p.m. by unanimous vote.

Respectfully submitted,

Paula Ferrara, Secretary pro tempore
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