

**Westbrook Public Library
Annual Meeting
7:00 pm, November 9, 2010
At Westbrook Public Library, Ct**

Call to Order by K. Cietanno, Chair at 7:05

In Attendance: Kathy Cietanno (Chair), Paula Ferrara, Gina Fifield, Norma Roman, Sarah Holbrook, MaryJo Noonan, Martha Neale, Lewis Daniels (Library Director)

Minutes from 2009 Annual Meeting: Motion made by P. Ferrara to accept minutes from 2009 Annual Meeting; 2nd by N. Roman; approved by unanimous vote.

Slate of Officers proposed: Chair: Kathy Cietanno; Vice-Chair: MaryJo Noonan; Corresponding Secretary: Sarah Holbrook; Treasurer: Norma Roman; Recording Secretary: Martha Neale. Motion made by P. Ferrara to accept slate of officers; 2nd by G. Fifield; passed by unanimous vote.

Committees:

Volunteers for the Building Committee: P. Ferrara & G. Fifield.

Discussion:

- long-term planning will be done within the context of regular monthly meetings
- there is a need to regularly review & update the by-laws as needed. @ December meeting we will examine the by-laws for a January vote.

Review & Appointment of Librarian:

- Board looked at last year's action plan to review & discuss Mr. Daniel's evaluation. While Mr. Daniels is an exemplary Director, concern was voiced Mr. Daniels' difficulty delegating, due to continued severe staffing constraints. Reflecting this discussion, K. Cietanno will complete a written report for next month's meeting.
- N. Roman made a motion to reappoint Lewis Daniels as the Library Director; 2nd by M. Neale; passed by unanimous vote.

2011 Board Meeting Schedule: January 4th, February 1st, March 1st, April 5th, May 3rd, June 7th, July 5th, August 2nd, September 6th, October 4th, November 1st, December 6th.

Adjournment: Motion made by N. Roman to adjourn Annual Meeting; 2nd by P. Ferrara; approved by unanimous vote.

**Westbrook Public Library
Board of Trustees Meeting
7:30 pm, November 9, 2010
At Westbrook Public Library, Ct**

Call to Order by K. Cietanno, Chair

In Attendance: Kathy Cietanno (Chair), Paula Ferrara, Gina Fifield, Norma Roman, Sarah Holbrook, MaryJo Noonan, Martha Neale, Lewis Daniels (Library Director)

Financial Report:

- L. Daniels presented his Financial Report through the month of October 2010. He is staying on budget. Refer to his report for details.

Library Director's Report:

Circulation:

- L. Daniels noted an increase in both interlibrary loans & non-print materials.
- Adult circulation down a bit, due in part to departure of summer residents
- There have been some plumbing problems, but they were resolved
- Neidlinger Family donated books in honor of Cynthia Neidlinger Munson
- Books also donated by Eddie Binder, in honor of Bill Hahn memory of Increase
- LION consortium was discussed
- Picnic tables for the back have been ordered.
- Planters are planned for outside the back lot, for protection of windows in case of poor parking

2011-2012 Budget:

- Selectman's Office forwarded to L. Daniels a letter from the Board of Finance, requesting a 0% increase in next year's budget.
- Budget is due no later than December 1, 2010.
- Referencing past budgets, Daniels worked hard on making cuts, managing a \$700.00 reduction over the '09-'10 Budget.
- This proposed budget does not include payroll.
- Motion made by G. Fifield to accept proposed budget; 2nd by N. Roman; approved by unanimous vote.

Committee Reports: none

Old Business:

- L. Daniels is working on a grant to the Westbrook Foundation to update computer & print equipment

New Business:

- Building use: There has been some mention in town of the possibility of using library space for a youth program. All available space is planned for: Literacy Volunteers will move in at beginning of year, w/ 5 year lease; storage; historical room. Within the context of our long range planning, use of space will be further examined.

Adjournment: Motion made by G. Fifield to adjourn; 2nd by P. Ferrara; approved by unanimous vote.

Respectfully Submitted by M. Neale