

-Minutes subject to Board approval-
Westbrook Public Library
Board of Trustees Meeting
January 8, 2019
At Westbrook Public Library, Ct

Call to Order at 7:00 p.m. by MaryJo Noonan, Chair

In Attendance: Katherine Bishop, Cathy Cietanno, Katie Richard, Martha Neale, MaryJo Noonan, Lynda Tragakes, Paul Winch, and Lewis Daniels (Library Director).

Audience of Citizens: none present

Secretary's Report: Winch made a motion that the minutes from the December 2018 Board Meeting be accepted as presented; 2nd by Cietanno. All in favor.

Treasurer's/ Financial Report: L. Daniels presented his Financial Report for the month.

- We are about 50% of the way through the fiscal year.
- The Custodial expenses are over. Adjustments were made in this area for next year.
- Daniels is reviewing periodicals & making some changes so we can reduce expenses.
- Westbrook Foundation money received.
- Motion made by Winch to accept Treasurer's/Financial Report; 2nd by Bishop. Accepted with unanimous approval.

Library Director's Report:

- Usage Numbers: December numbers down a bit, as expected.
 - Average count 149 visitors per day
 - Circulation up 11%
 - Childrens Materials up 19%
- Budget: Daniels has completed & submitted it.
- Building Maintenance:
 - Minor power outage. Disrupted phones & knocked our circulating pump.
- Programs: Busy month. Particularly well attended was a holiday craft party for children & safe boating course.
 - Many programs coming up in January, including:
 - Library will host information meeting with State Representatives
 - New children's programs
 - SCORE
 - AARP tax assistance
 - Medicare counseling- Daniels is working on this
- Shoreline Basic needs Taskforce & Westbrook Economic Action Initiative: Daniels participating. He has been assigned to the Communication Committee.

Committee Reports: None

Correspondences: None

Old Business:

- Library Director Position:
 - Bishop was in touch with the State Librarian
 - We should look at other job description to see how responsibilities are distributed. Essex has recently updated their job description. Might be helpful.
 - Succession Planning Committee- should we form one or would all members of the Board be part of this?
 - Tentative retirement date is June 2020.
- Basement Renovations:
 - Daniels met with Xenelis who had some very helpful advice regarding the scope & components of the project.
 - We have Tom Elliott's plans as a good starting point.
 - Daniels will ask one of the Library's regular patrons, who is a contractor, for an estimate.
 - was agreed that we do not need to have a formal Building Committee. Daniels will oversee the work.
 - Financing: first phase of work will begin July 2019.
 - In the spring, there will be a separate Town Meeting, then a May referendum.
- Action Plan: Daniels distributed. Discussed & some small suggestions made.
- Daniels Review & Appointment:
 - Bishop made a motion to approve Daniels' Review.; 2nd by Cietanno; approved by all.
 - Bishop made a motion to reappoint Lewis Daniels as the Library Director; 2nd by Richard; passed by unanimous approval.
- Collection Notes:
 - In memory of Phil House, perhaps dedicate an area to him? Keep the naming opportunities process in mind.
 - Charlie Adams is donating rubbings. Where to hang?

New Business: None

Next Meeting: February 5 , 2019

Adjournment: Motion made by Bishop to adjourn; 2nd by Richard. Adjourned at 8:25 pm.

Respectfully Submitted by M. Neale