

-Minutes subject to Board approval-
Westbrook Public Library
Board of Trustees Meeting
June 4, 2019
At Westbrook Public Library, Ct

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

In Attendance: Katherine Bishop, Kathie Cietanno, Katie Richard, Martha Neale, MaryJo Noonan, Megan Ruppenicker, Melinda Xenelis and Lewis Daniels (Library Director).

Audience of Citizens: none present

Secretary's Report: Bishop made a motion that the minutes from the May 2019 Board Meeting be accepted as presented; 2nd by Noonan. All in favor.

Treasurer's/ Financial Report:

Monthly Report:

L. Daniels presented his Financial Report for the month.

- We are about 92% of the way through the fiscal year, so we should have about 8% remaining.
- Budget is tight, but okay.
- Payroll will work itself out.
- Cost of supplies for cleaning: Daniels will ask Dana for advise. Carpet cleaning is coming up. What does Town Hall do about this?
- Buying lots of books right now.
- LGF reviewed.

Motion made by Cietanno to accept Treasurer's/Financial Report; 2nd by Ruppenicker. Accepted with unanimous approval.

Library Director's Report:

- Usage Numbers: Most use numbers were up: overall up 12%, children's circulation up 19%. Computer use down 11%.
- Programs: A wide variety of programs and workshops: container gardening, genealogy, medicare, book club, SCORE, story hours
- Board of Selectmen approved our request for an appropriation to use funds from the Gift Fund. The request now moves to the Board of Finance.
- Library is now using the Town's new payroll system.
- Building Maintenance:
 - The HVAC system has been switched over from heating to cooling.

- The underground oil tank passed inspection.
- Basement: cleaning out.
- We have received 10 PC laptops & 10 MacBooks, using funds from Westbrook Foundation.
- Daniels has submitted info for the next Westbrook Events.
- Friends of the Library have sent out their annual membership appeal.
- Brittany Pearson will attend NYC Book Expo.
- New summer intern: an MLS candidate from Simmons.
- Bishop & Cietanno met with Nyman to discuss Children's Librarian job description.
- Town Meeting: June 5th at 7pm to vote on capital projects.

Committee Reports:

- Bishop & Cietanno spoke with Nyman about the job description.
 - Mary is happy with it.
 - Compared it with Old Saybrook's.
 - More of a preschool focus.
 - What school services will be offered?
 - Job description somewhat depends on current staff's strengths & interests.
 - Descriptions should be done before Daniel's retirement & the new hire can tweak.
 - As people retire, it is an opportunity to redefine jobs.

Correspondence: None

Old Business:

- Noonan's son can do the coding classes. He has experience in this area.
- At the September meeting, we should have advertisement samples, possible interview questions.

New Business: none

Next Meeting: July 2, 2019

Adjournment: Motion made by Cietanno to adjourn; 2nd by Ruppenicker. Adjourned at 8:00 pm.

Respectfully Submitted by M. Neale