

**EDITH WHEELER MEMORIAL LIBRARY-LIBRARY BOARD OF TRUSTEES**

**REGULAR MEETING ON Thursday, January 16, 2014 @ 2pm**

**LIBRARY - ROTARY BOARD ROOM**

**DRAFT**

**I. CALL TO ORDER** - The meeting was called to order by Chairman William Ehlers @ 2:02 pm.

Present: Chairman William Ehlers, Trustee Alice Deak ( Secretary), Trustee James Fogarty, Trustee Emily Serniak, Trustee Erin Passineau and Margaret Borchers, Library Director. Absent With Notice- Trustee Pat Shea.

**II. OLD BUSINESS**

**A. New Computers** - Margaret Borchers relayed that the computers are still being readied by the Monroe IT Dept. The switches have been installed and the server installation is in the process. The computers will be installed soon.

**B. Library Staff Appreciation/Development Day** - Margaret is working with Kathy Lombardi, Monroe Human Resources; target date is April 25th or May 2nd in the morning; speakers are presently being considered.

**C. Monroe Board of Finance requested** a written account of how the Edith Wheeler Trust was allocated for 2011,2012 and 2013. It is not required that the funds allocated be spent in the year they were allocated. But in effect that is what has happened. This written accounting was presented to the Library Board for review.

**D. Strategic Planning** - Erin Passineau will spearhead the committee with assistance from all Library Board members; Margaret and Lorna(Adult Services Librarian) are working on an informational document in connection with a CT Library Association opportunity called "The Edge"; Erin is reviewing a workbook on Strategic Planning; updates at the next meeting.

**III. NEW BUSINESS**

**A. Library Grounds Landscaping** -Frank Cooper, Director of the Monroe Parks and Recreation Department(P&R), brought a copy of, and reviewed ,the original landscaping plan for the EWML. P&R have improved the grounds of the library over the last year or so and are willing to provide labor and the knowledge of a Master Gardener to continue to appropriately maintain. Library Trustees discussed with Mr. Cooper basic landscaping possibilities.

Action items: 1. The Board of Trustees will discuss the offer and look into possible ways to cover the cost of plants, trees etc.

2. Mr. Cooper plans to attend the April Library Board meeting and present a basic plan for the landscaping.

**B. Meeting Schedule for 2014** was reviewed and discussed;

On a **motion** by Bill Ehlers, seconded by Alice Deak " Meetings will continue to be held on the third Thursday of the month at 2pm in the Rotary Board Room of the Library on the specified dates". 5=Yes 0=No 0=Abstain

**Election of Offices for calendar year 2014**

Slate of Officers : William Ehlers, Chairman

Pat Shea, Vice Chairman

Alice Deak, Secretary

A **motion** was made by Emily Serniak, seconded by Erin Passineau "to elect the full slate as presented". 5= Yes 0=No 0= Abstain

**IV. LIBRARY DIRECTOR'S REPORT**

\* Report was reviewed. Because December is a slower month due to weather and the holidays it was suggested that fewer programs be offered in order to maximize resources. The tremendous effort of all staff continues to be appreciated.

\* Reported by Margaret, The Trumbull Monroe Health District is requiring that the Library fill out food license applications for all of the programs that include food. Library staff is doing all that needs to be done in order to meet the Health District requirements.

**V. MINUTES: Motion** was made by Bill Ehlers, seconded by Erin Passineau "to accept the December 19,2013 minutes as presented". 5 - yes 0-No 0-Abstain

**VI. FINANCIAL REPORTS:** The FY2014 budget is approximately \$40,000 over last year. The Board is requesting that the approximately \$27,000 for a salary increase for part-time staff be reinstated.

**VII. PUBLIC PARTICIPATION** - No public participation

**VIII. OTHER BUSINESS/QUESTIONS**

1. During a Friday snow storm in December the **library roof began to leak** in multiple places. Library Director and Monroe PW reacted to the leaks and none of the collection was damaged. The Library Director will continue to work with PW to address the issue. Bill Ehlers will contact the architect to acquire structural information. He will also contact a roofing and siding expert

to acquire additional information. Everyone is aware that this issue needs to be addressed quickly and efficiently.

Action items 1. Continue to work with PW

2. Contact other resources to acquire structural information and possible remedies.

3. Updates as needed but definitely at the February meeting.

2. **Edith Wheeler Birthday Party** - Margaret is planning a birthday party/event to celebrate what would have been Edith Wheeler's 100th birthday; it is important to celebrate what she has done for the library; Will be held in mid August, 2014 (around the 21st); a piece of art to be developed with the community and remain in the library is being discussed, a cake, refreshments, etc are part of the discussion.

**IX. ADJOURNED** - The meeting was adjourned by Bill Ehlers @ 4:05pm. The next monthly meeting is Thursday, February 20, 2014.

**Respectfully submitted Alice R. Deak, Secretary**