

**EDITH WHEELER MEMORIAL LIBRARY**  
**LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING MINUTES Thursday, May 21, 2015 @ 4pm**  
**LIBRARY - ROTARY BOARD ROOM**  
**DRAFT**

**I. CALL TO ORDER** - The meeting was called to order by Chairman Gary Thomas @ 4:06pm  
Present: Chairman Gary Thomas, Vice Chairman Pat Shea, Secretary Erin Passineau, Trustee Roberta Weinberg, and Margaret Borchers. Trustee Alice Deak, Trustee Linda Fracassini, Trustee Emily Serniak, were absent with excuse.

**II. MINUTES**

- A. We could not approve the minutes because, although we had quorum, Pat Shea was not present at last month's meeting and was not eligible to vote.

**III. LIBRARY DIRECTOR'S REPORT**

- A. New website will go live this Memorial Day weekend.
- B. Margaret is in the process of hiring several new positions including Ann's replacement, a PT sub for reference, a PT circulation position, and a PT custodian.

**IV. FINANCIAL REPORTS**

- A. We are in the negative in a few areas, but budget will even out before the end of the fiscal year.

**VI. UNFINISHED BUSINESS**

- A. Strategic planning: Erin will add suggestions to strategic planning proposal letter and will send everyone a copy before the next meeting.
- B. Strategic committee and Priority committee will each plan on meeting in July.
  - a. Gary would like to set up a special library tour and reception for Town Hall employees. Pat, Margaret, Gary, and Roberta will serve on the Operation Outreach committee. Pat is also researching potential library fundraisers.
- C. We came up with a list of potential groups for Library Liaisons: Town Hall, Chamber of Commerce, PTO, Historical Society, Rotary Club, Monroe Newcomers and Neighbors, Senior Center, American Legion, Lion's Club.
- D. There is still some disagreement about hosting Political Information Sessions in Library meeting rooms. We will look at the Town Charter against our Library By-laws and determine how to resolve the situation.

**VII. NEW BUSINESS**

- A. Margaret proposed accepting contract with Wilson Family Developers that will allow library staff to get technical support for the new website. Pat Shea made a motion to provide Wheeler Trust funds, if needed, to pay for said contract with Wilson. Erin seconded. Motion passed unanimously.
- B. Roberta made a motion that we add an August Library Board meeting to our already scheduled meetings for the year; Erin seconded. Motion passed unanimously.

**IX. OTHER BUSINESS**

- A. In an effort to increase public relations with the town and with current patrons. Erin and Pat, with Margaret's help will start posting Secrets of the Library monthly on social media, to educate patrons about services the library offers they may not be aware of.
- B. We would like to start encouraging patrons and members of the community to join Friends of the Library.
- C. Pat took a course in grant-writing and is looking into potential grants for library.

**X. PUBLIC PARTICIPATION - None**

**XI. ADJOURNED** - Pat made a motion to adjourn the meeting, Roberta seconded. Passed unanimously. The meeting was adjourned by Gary at 5:22 pm. The next monthly meeting is Thursday, June 18, 2015 at 4:00pm.

**Respectfully submitted by Erin T. Passineau, Secretary**