

**EDITH WHEELER MEMORIAL LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING ON Thursday, February 19, 2015 @ 4pm
LIBRARY - ROTARY BOARD ROOM
DRAFT**

I. CALL TO ORDER - The meeting was called to order by Chairman Gary Thomas @ 4:00pm
Present: Chairman Gary Thomas, Vice Chairman Pat Shea, Secretary Erin Passineau, Trustee Alice Deak, Trustee Linda Fracassini, Trustee Roberta Weinberg, and Margaret Borchers. Trustee Emily Serniak was absent with excuse.

Gary Thomas suggested we continue the meeting to follow a revised agenda, according to Roberts' Rules of Order. He also suggested creating standing committees and special committees as needed for the future. As a result, these minutes will be presented according to the new agenda format.

II. MINUTES

- A. Motion made by Linda Fracassini, seconded by Alice Deak to "accept the minutes of the January meeting as presented." Passed unanimously.

III. LIBRARY DIRECTOR'S REPORT

- A. Motion made by Alice Deak, seconded by Erin Passineau to "accept the Library Director's report as presented." Passed unanimously. Everyone was pleased with the continued success of programs the library offers.

IV. FINANCIAL REPORTS

- A. The report was reviewed and discussed in light of some pressing issues with the library building including the roof leaking and an electrical shortage in one of the fire sensors.
- B. We also reviewed the spending plan for the Wheeler Trust.
- C. We need to follow up with the Town Treasurer and Board of Finance regarding reimbursing the Library's Exchange Account with money from the Wheeler Trust.
- D. We would like to draft a policy regarding financial gifts made to the library.
- E. Erin Passineau made a motion to use Wheeler Trust Money to pay for the library's 2015 ACLB Membership Fee. Alice Deak seconded. Passed unanimously.
- F. Margaret mentioned that we need to renew subscriptions to the databases currently used in the library since the town budget can no longer cover them. They are essential to library.
- G. The current laptops are outdated and will need to be replaced soon.

V. STANDING COMMITTEES (future)

VI. SPECIAL COMMITTEES (future)

VII. UNFINISHED BUSINESS

- A. We agreed that Margaret will make a short list of potential strategic planning consultants and we will get proposals from them to lead our strategic planning efforts.

- B. Margaret's meeting with the historical society about the proposed book drop was rescheduled to March.

VIII. NEW BUSINESS

- A. We discussed the need for standing committees and special committees. Suggestions were for a bylaws committee and a policies and procedures committee.
- B. We discussed the need to review both the Board's by-laws and Library policies and procedures. Margaret and Gary distributed the current by-laws for our review and discussion and the March meeting. Erin motioned that we, as a board, independently review both the child supervision and confidentiality policies, as they were the least recently updated. Linda Fracassini seconded the motion. Motion passed unanimously. Pat motioned we review the aforementioned policies and procedures at a future board meeting. Roberta Weinberg seconded. Motion passed unanimously.
- C. We discussed the possibility of appointing a liaison to various town groups/organizations to foster a sense of camaraderie between the library and the rest of the town.

IX. OTHER BUSINESS

- A. Gary handed out priority quadrants for all the board members to fill in independently so we can determine where to focus our energy as a board over the next year.
- B. Erin Passineau informed the board that she will not be present at the next meeting. Alice Deak or Linda Fracassini will act as secretary in her place during the next meeting.

X. PUBLIC PARTICIPATION - None

XI. ADJOURNED - Pat Shea made a motion to adjourn the meeting, Roberta Weinberg seconded. Passed unanimously. The meeting was adjourned by Gary at 5:33 pm. The next monthly meeting is Thursday, March 19, 2015 at 4:00pm.

Respectfully submitted by Erin T. Passineau, Secretary