

**EDITH WHEELER MEMORIAL LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES Thursday, April 16, 2015 @ 4pm
LIBRARY - ROTARY BOARD ROOM
DRAFT**

I. CALL TO ORDER - The meeting was called to order by Chairman Gary Thomas @ 4:01pm
Present: Chairman Gary Thomas, Secretary Erin Passineau, Trustee Alice Deak, Trustee Linda Fracassini, Trustee Roberta Weinberg, Trustee Emily Serniak, and Margaret Borchers. Vice Chairman Pat Shea was absent with excuse.

II. MINUTES

- A. Motion made by Roberta Weinberg, seconded by Emily Serniak to “accept the minutes of the January meeting as presented.” Passed unanimously.

III. LIBRARY DIRECTOR’S REPORT

- A. Margaret asked Board members to take a look at the new library website, which will launch later this year, and provide feedback about the site.
- B. Please contact your local and state reps. to advocate for state library funding.
- C. Please attend the Volunteer Reception at 3pm on Thursday, April, 23.

IV. FINANCIAL REPORTS

- A. The budget is on track to end the year with no money, although we’re tight on utilities.
- B. Munis and the Library’s own financial records do not match. The root of the issue stems from Public Works using money from the Munis account without the Library’s knowledge.
- C. Regarding the repair and maintenance budget: Margaret cancelled painting and window washing is doubtful because of budget constraints.
- D. Margaret added \$2000 to budget for utilities next year.
- E. Next year’s budget has not been cut so far; please encourage others to vote yes in the next referendum.

V. STANDING COMMITTEES (future)

- A. We came up with suggestions for standing committees: Wheeler Trust, Public Relations are possibilities. We will discuss further at the next meeting

VI. SPECIAL COMMITTEES (future)

- A. Gary, Erin, and Margaret will serve on a special Strategic Planning Committee.
- B. There was a motion presented by Erin to establish a Library Priority Investigation Committee. Alice Deak seconded the motion. The motion passed unanimously. Margaret, Gary, and Linda will serve on that committee

VII. UNFINISHED BUSINESS

- A. Strategic planning: Erin presented the highlights from her meeting with Margaret about

hiring a consultant to comprise a strategic plan for the library. Erin will draft a proposal letter to the potential consultants

- B. The Historical Society approved the plans for an indoor drop box in the front of the library building. The outdoor book drop will remain in the back of the building.
- C. We reviewed the Library's confidentiality policy as it relates to our own library and found it was sufficient as written.
- D. We discussed having Library Liaisons to interface with various town groups and organizations such as the PTO, Historical Society, and Lions, etc.
- E. We have copies of the staff's priority quadrants and will pass along information from them to the strategic planning firm when we decide on one.
- F. We drafted a letter to both political town committees regarding use of the meeting room for information sessions during municipal elections.

VIII. NEW BUSINESS

- A. Alice Deak announced her resignation from the library board because of family commitments. She will let the DTC know of her resignation, so they may appoint someone in her stead
- B. Linda made a motion that the Sunday before Mother's Day (May 3) should be the last Sunday hours until further notice. Roberta seconded. The motion passed unanimously.
- C. In light of Jack Zmary's project to make Monroe a Maker community, we will address creating a maker space in the library with the strategic planning committee.
- D. We agreed to fund a speaker and refreshments for Part-Time Staff Development Day on June 4 at 5:15pm.

IX. OTHER BUSINESS

- A. We discussed the possibility of summer meetings. Erin will email the board the summer meeting dates, and the board will notify Erin of availability to determine if it is prudent to proceed.

X. PUBLIC PARTICIPATION - None

XI. ADJOURNED - Roberta made a motion to adjourn the meeting, Emily seconded. Passed unanimously. The meeting was adjourned by Gary at 5:30 pm. The next monthly meeting is Thursday, May 21, 2015 at 4:00pm.

Respectfully submitted by Erin T. Passineau, Secretary