

**EDITH WHEELER MEMORIAL LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES Thursday, March 17, 2016 @ 4pm
LIBRARY - ROTARY BOARD ROOM
DRAFT**

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

II. Public Participation

- A. None

III. OLD BUSINESS

- A. We voted to approve the changes made to the bylaws at the last meeting. Public participation will be moved to the top of the agenda. We changed the word “less” to “fewer” in the section regarding the appropriate numbers for a quorum. Kathy made the motion to approve, Pat seconded. Motion passed unanimously.

IV. NEW BUSINESS

- A. Sharon Shanley, the Circulation Services Manager, came to speak to us about the particulars of her job and how we as a board can help her going forward. She is responsible for managing the Circulation materials and staff, running reports, maintaining the schedule and hours, training new staff, maintaining new and old items and the common areas of the library. She serves our library well and we made sure to thank her for her hard work and dedication to her job.
- B. Margaret shared her notes from her meeting with Chief Salvatore from the Monroe PD about our parking dilemma on Strawberry and Apple Festival days. His recommendation was to keep the library closed those days to avoid the parking issues we have run into. The Chief will talk to the First Selectman regarding this recommendation.
- C. The Volunteer Reception will be on April 14 at 3:00pm. All board members should make an effort to attend and bring a food item (either sweet or savory) as a thank you gesture to the volunteers.
- D. We have two RFP submissions from strategic planning consulting firms. The Strategic Planning Committee will meet on March 30 to discuss our options.
- E. We will take our board picture at the next meeting.
- F. Pat made a motion to change our next meeting to April 28th instead of April 21st since Margaret has another board meeting she must attend on April 21. Linda seconded; motion passed unanimously.

IV. LIBRARY DIRECTOR’S REPORT

- A. All the programs were satisfactory to the board. We clarified the new policy for signing up for art classes that Lorna has started to help diversify the people in the art programs.

- B. We discussed the Monroe Reads Panel Discussion, which will take place on Tuesday March 29.

V. MINUTES

- A. Linda made a motion to accept the January minutes as presented. Kathy seconded. Motion passed unanimously.

VI. FINANCIAL REPORTS

- A. We are satisfied with the financial report. Margaret is concerned that the funds for repair and maintenance are insufficient for her needs this year. We will continue to monitor that item.

VIII. OTHER BUSINESS

- A. Gary shared a potential speaker for the History programs at the library.
- B. We decided to table the fundraiser discussion until after the budget vote.
- C. Gary would like to expand the liaison program and encouraged us to take a look at our groups and see how to touch base with them. Here is the list of Board Members and their groups:
 - Gary-Chamber of Commerce
 - Roberta-Rotary Club
 - Erin-PTO
 - Pat-Town Hall
 - Kathy-Schools
 - Margaret-Lions Club
 - Emily-Historical Society
 - Linda-Senior Center
- D. Pat thought we could look into setting up a “free lending library” at both the pool and the lake this year as an act of goodwill to strengthen our relationships with the community and encourage people to visit the library.

IX. ADJOURNED - Pat made a motion to adjourn the meeting, Erin seconded. Passed unanimously. The meeting was adjourned by Gary at 5:20 pm. The next monthly meeting is Thursday, April 28, 2016 at 4:00pm.

Respectfully submitted by Erin T. Passineau, Secretary