

**EDITH WHEELER MEMORIAL LIBRARY
LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING MINUTES Thursday, April 28, 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, Trustee Emily Serniak, Trustee Roberta Weinberg, and Margaret Borchers.

II. Public Participation

- A. None

III. OLD BUSINESS

- A. Erin reviewed the Strategic Planning Committee's progress in acquiring proposals from various strategic planning consultants. The committee is in the process of reviewing these proposals and scheduling interviews with potential consultants.

IV. NEW BUSINESS

- A. Lauren Obach, the Children's Library Assistant, highlighted the particulars of her position regarding programming, cataloguing, and circulation. She also shared how she has prepared her temporary replacement for her impending maternity leave. Lauren is an essential piece of the team in the Children's Department, offering her creativity and expertise to Michelle. Her special projects and key roles in programming have helped the Children's Department grow tremendously in her time here.
- B. We took our annual board picture.

IV. LIBRARY DIRECTOR'S REPORT

- A. Margaret is currently in the process of finding 4 new staff members: a part-time custodian, 2 circulation desk staff, and a temporary replacement for Lauren when she goes on maternity leave in June.
- B. There have been some issues regarding the state CCar system that will have an impact on circulation numbers until the state can remedy the existing problems.

V. MINUTES

- A. Pat made a motion to accept the March minutes as presented. Linda seconded. Emily and Roberta abstained. Motion passed.

VI. FINANCIAL REPORTS

- A. We are short on funds in repair and maintenance because of unexpected issues with the air conditioner in the server room.

VIII. OTHER BUSINESS

- A. Gary would like everyone to reach out to their liaison group within the next month or two and set up a time to meet with a representative. He will email the list of questions he used with the Chamber of Commerce rep.
- B. Kathy and Jerry Stevens have graciously offered to create depositories to house the free lending libraries to be set up at Wolfe Park Pool and Great Hollow Lake.
- C. We will set up a committee to plan and run the Town Hall Open House in the fall.
- D. We are working on a Wheeler Trust Spending Plan for the Board of Finance and Town Council.

IX. ADJOURNED - Kathy made a motion to adjourn the meeting, Roberta seconded. Passed unanimously. The meeting was adjourned by Gary at 5:04 pm. The next monthly meeting is Thursday, May 19, 2016 at 4:00pm.

Respectfully submitted by Erin T. Passineau, Secretary