

## SPECIAL REGULAR MEETING

Preston Public Library Board of Trustees

Monday, January 11, 2020 @ 6:30 pm (virtual)

1. Call to Order: President Kate Allingham called the meeting to order at is 6:35 pm  
Attending: Kate Allingham, Pat Bell, Kelly Ennis-Davis, Edie Sowa  
Also attending: Diane Deedy (Director)
2. Acceptance of previous meeting minutes
  - Kelly made a motion to accept the minutes for the Dec. 14, 2020 Special Meeting. The motion was seconded by Kate. Motion was unanimously passed.
3. Public Comment: None
4. Treasurer's Report
  - Kate made a motion to close the small money market fund account and transfer the balance (\$1597.83) to the Chelsea Groton Bank savings account. The motion was seconded by Pat. Motion was unanimously passed.
  - Report as of January 11, 2020 was submitted and filed for audit.
5. Correspondence
  - The 2021-2022 Budget Worksheet was received from First Selectwoman Allyn-Gauthier and Mr. Spang. It is due Jan. 25, 2021.
6. Director's Report
  - Appointments and curbside pickup due to COVID-19 virus continue.
  - Circulation is up from last month.
  - Summer programming planning and weeding of the collection continues.
  - A new intern from Three Rivers Community College's Library Certificate program will start soon.
7. Old Business
  - Strategic/Long-Term Plan - Focus Group in the Spring
  - Everybody Learns State Grant monies spent and all items ordered have been received
  - Financial Audit/Annual 501(c)(3) Filing - documentation requested by auditor is being collected and organized
  - Revenue/Fundraising – options being identified and researched
  - Summer Reading/Learning Program- considering in-person and/or virtual options
  - Library shed – options ~~of~~for shed and its contents being explored
8. New Business
  - Budget prep – Special virtual meeting scheduled for Jan. 20, 2021 at 5:30pm
9. Friends of the Library Report
  - Adult programming discussed at last Friends meeting
  - Book giveaway will end at the end of Jan.

10. Public Comment: None

11. Adjournment: Kate made a motion to adjourn the meeting at 7:40 pm. Seconded by Edie.  
Motion was unanimously passed.

Respectfully submitted,  
Kelly Ennis-Davis  
BOT Vice President

Upcoming Meetings: Special meeting Jan. 20 and Regular meeting Feb. 8, 2021

Ongoing Business:

PPL Personnel Policies & Procedures Manual; updates in process

PPL Policies, Statements & Goals Manual (revised and approved 2017)

PPL Board Financial Policies & Procedures Manual (revised and approved 2016)

PPL Board of Trustees Bylaws (amended August 2019) HVAC Service and Maintenance Schedule