1. Call to Order: President Ann Legler called the meeting to order at 7:07 p.m.
   Attending: Kate Allingham, Pat Bell, Kelly Davis, Ann Legler
   Excused: Mary Jo Nugent
   Also Attending: Sue Brosnan, Director

2. Acceptance of previous meeting minutes:
   Ann pointed out the second paragraph in item #6. /Director’s Report should read “There was another
discussion on previous suggestions ....”.
   With no further discussion or corrections, Ann made a motion, seconded by Kate to accept the minutes
for the December 11, 2018 Regular Meeting with the correction. Motion was unanimously passed.

3. Public Comment: None

4. Treasurer’s Report: Not available

5. Correspondence: None

6. Director’s Report: See Attachment/Other
   - Sue provided copies of the Library Budget Report. There was a general discussion on the status to date.
   - Kelly asked Sue about the preventative maintenance schedule for the heating system.
     Sue stated she will check the maintenance agreement and schedule an appointment.
   - Ann asked Sue if any action has been made on using the old computer in the children’s area.
     Sue reported she has talked with a computer technician about internet filters for restricted access and was
told we could do whatever we wanted. She will check into age-appropriate software being used at another
local library.
   - Ann asked Sue if there was any action on applying for grants.
     Sue responded there has been no action and asked if there was anything specific she should be looking for.
     Kate suggested grants promoting education and literacy.

7. Old Business
   a. Social Media Policy Procedures
      Ann asked Sue if progress has been made in her research of other library postings on their Facebook page.
      Sue stated there is minimal progress on this matter.
      Sue provided copies of “Section A - Employment and Equal Opportunity Policy Statement” with the
      revisions discussed at the December meeting. Upon final review and with no further changes needed, Kate
      made a motion, seconded by Pat “to approve Section A – Employment and Equal Opportunity Statement
      as amended.” Motion was unanimously passed.
      After a brief discussion, “Section B – Types of Jobs, Duties, and Qualifications” in the existing PPL
      Personnel, Policies and Procedures Manual was selected for update.
c. Meeting Schedule 2019 Calendar Year
Ann stated, for the record:
- the 2019 calendar year meeting schedule and the updated Board membership list with the revised term dates were sent to the Clerk’s Office and Webmaster at Town Hall.
- the Board’s Bylaws were revised to reflect the change of the regular meeting day from the second Tuesday to the second Monday of each month as voted on at the December meeting.
- Sue was given the meeting room reservation form with a list of the specific dates for the Board meetings; and, a copy of the posting of Board vacancies with the revised day for correction on the library website.

d. Library Winter Hours
With the data Sue provided on fluctuating patron volume, the pre-scheduled (and popular) programs and previous weather-related closures associated with Mondays in addition to Kelly’s research on the hours of operation for other local libraries, the Board agreed the library will not be closed on the Mondays remaining in January through March.
The Board further agreed to re-evaluate this matter for the new fiscal year taking into consideration adjustments in staff schedules, advance notifications to patrons and program coordinators, etc.

8. New Business
Ann reminded everyone it was time to prepare the proposed FY 2019-20 library budget. The monthly budget and income reports will be reviewed with revisions made to the accompanying narrative.
The Board agreed to reschedule the regular meeting time on Monday, February 11th for 6:00 p.m. versus 7:00 p.m. to allow for additional time on this matter. Submission date to the Board of Selectmen is unknown.

- Fly Tying - The Angler’s Art program on Tuesday, February 5, 2019 at 6:00 p.m. at the library.
- Ribbon Bow Making Class (Michael’s) on Tuesday, March 26 at 6:00 p.m. at the library.
- Next Friends meeting is scheduled for January 28, 2019 at 3:30 at the library.

10. Public Comment: None

11. Executive Session
Ann made a motion, seconded by Pat to enter into Executive Session at 8:15 p.m. to discuss personnel matters. Motion was unanimously passed. Sue was excused.
The Board exited Executive Session at 8:35 p.m. to return to the Regular Meeting. There were no votes or motions made at this time.

12. Adjournment: Ann made a motion, seconded by Kelly to adjourn the meeting 8:45 p.m. Motion was unanimously passed.

Respectfully submitted,
Ann Legler
Secretary

Upcoming Meetings – 2019: February 11, March 11, April 8, May 13, June 10, July 8, August 12, September 9, October 14, November 11, December 9

Ongoing Business:
PPL Personnel Policies & Procedures Manual; updates in process
PPL Policies, Statements & Goals Manual (revised and approved 2017; review in 2018)
PPL Board of Trustees Bylaws (revised and approved 2017; review in 2019)
HVAC Service and Maintenance Schedule
Director’s Report

Children’s Updates

- The Lap Baby Group on Thursdays has a good core group of six families.
- Our Tuesday and Wednesday Storytimes are going well; the groups are a good size; some families have left and new ones are finding us; it is nice to see the children as they grow and the families connect and some are staying after class and starting to borrow materials.
- Staff is planning activities for “Take Your Child to the Library Day”, February 2, 2019. We are planning some activities families can do together; a library scavenger hunt – to get to know the library; a jar with a shredded book-to guess what book it is; a ‘guess how many items in the jar ‘contest are just a few examples. We are considering purchasing a large mosaic-type puzzle with adhesive stickers for families to work on, which will be displayed as part of the summer reading program. We are hoping the children will make the connection and remember working on it went they come in during the summer.

General notes

- December statistics were lower than last year, but we were open two more days in 2017. December circulation was 1104; last year it was 1288. Patron visits were 602 (718 in 2017) and we were open 22 days this year and 24 last year, making the statistics are comparable. The building usage was 915 this month and 964 last year. We have patrons using the library for newspapers, internet, and programs. Some stay after the programs and chat, making the library a community gathering place. There have been students using the internet for classes and some patrons doing job searches. 10 eaudio books and 5 eBooks were borrowed by patrons through ICONN. There were no new patrons added, 29 membership renewals and one deleted membership.
- The meeting room is still being used for monthly meetings of town organizations and other groups. Yoga classes through Parks & Recreation have started up again. The Monday Chair Yoga group has grown to 18 participants. There is a yoga class on Wednesday evenings. There is a new Tai Chi class for older folks, meeting on Wednesdays at 11:15am. Preston Seniors on the Go games day on Mondays have a good core group and enjoy their time together. Avalonia and Amos Lake Committee have scheduled regular meetings, as has Rep. Mike France. The Afternoon Book Club is meeting monthly. ARC is coming for lunch on Thursdays and a Mom’s group has been meeting once a month on Fridays. The Preston Historical Society held a meeting on December 6 and the Friends held a meeting on December 10.
- The library hosted 10 storytimes and the meeting room was used for 18 other meetings/programs.
- The library was closed for the Christmas and New Year holidays. We will be closed January 19 – 22 for the Martin Luther King, Jr. holiday.
- Our Library Assistant has kept the computers and web page current; there have been many updates for the computers lately. The internet connectivity problems with the patron computers have lessened since the switch was changed to a new, ‘used’ one.
- The state income tax forms have arrived and the federal forms have been shipped.
- All usual monthly tasks have been completed; CLC dvd and the quarterly CLC bcd items were swapped in and out; out-of-town borrowing statistics were gathered and reported; fire extinguishers checked. The quarterly deliverIT statics, the items picked up and delivered to the library, were compiled and sent to the state.
• We had an outlet blow in the processing room on January 2\textsuperscript{nd} and the electrician replaced it.
• Staff is continuing relabeling children’s picture books, making them easier to locate. Adult non-fiction has been shelf read and duplicate titles were discarded. Adult large print shelves are being shelf read and reorganized. Barcodes are still being updated and replaced from the five digit numbers to the fourteen digit numbers as materials are returned. This will also help when weeding books in the future. Interlibrary loan is keeping staff busy with patron, bookclub and outside library requests being filled. Our High School Aide has reorganized and updated the bulletin board in the entry.

Respectfully submitted,

Susan Brosnan, Director