REGULAR MEETING
MINUTES
Preston Public Library
Board of Trustees
Monday, February 10, 2020 @ 6:30 p.m.
Library Community Meeting Room

1. **Call to Order:** President Ann Legler called the meeting to order at 6:30 p.m.
   Attending: Kate Allingham, Pat Bell, Kelly Ennis-Davis, Ann Legler and Mary Jo Nugent
   Also attending: Diane Deedy (Director)

2. **Acceptance of previous meeting minutes**
   - Kate made a motion to accept the minutes for the January 13, 2020 Regular Meeting.
     The motion was seconded by Mary Jo; motion was unanimously passed.
   - Kate made a motion to accept the minutes for the February 4, 2020 Special Meeting.
     The motion was seconded by Pat; motion was unanimously passed.

3. **Public Comment:** None

4. **Treasurer’s Report**
   - Report as of February 10, 2020 was submitted and filed for audit.

5. **Correspondence:** None

6. **Director’s Report**
   - Financial report on the current status of library accounts and budget was provided and discussed.
   - LION Consortium quote for possible membership was provided.
   - Circulation activity figures are up for January. This reflects feedback from patrons re the welcoming feeling of the library.
   - An Instagram page has been created for the library by Shannon Smith (staff).
   - Diane is working with the CT State Library to arrange two (2) workshops for staff training in the Inter-Library Loan system and collection weeding. Training on use of the historical collection will be provided by a member of the Preston Historical Society.
   - Various groups continue meeting at the library. Planning has started for the Summer Reading Program.

7. **Old Business**
   a. **Strategic/Long-Term Plan**
      Goals have been updated. Action items will be established with input from the Diane and information discussed at the February 4th Special Meeting.
   b. **HVAC Status Update**
      Estimated ship date is February 14th plus five-seven days for carrier travel and shipping to library. Mary Jo will contact SK Mechanical to establish Diane as the point-of-contact re notifications and preparations at the library.
   c. **Annual 501(c)(3) Filing**
      Kate made a motion to hire Doherty, Beals & Banks, P.C. to prepare the library’s Form 990 returns. The motion was seconded by Pat; motion was unanimously passed.
   d. **FY2020-2021 Budget**
      Line items were reviewed in preparation for submission of the library’s budget to the Board of Selectmen. Kate made a motion “the Preston Library Board of Trustees accept the proposed budget for FY 2020-2021 pending additional quotes to be received this week and any changes by the Board of Selectmen.” The motion was seconded by Mary Jo; motion was unanimously passed. Kate will prepare the proposed budget spreadsheet and associated narrative.
e. Library Priorities
- Meeting with Sandra Allyn Gauthier, First Selectwoman; see February 4, 2020 Special Meeting Minutes
- Proposal for full maintenance fire alarm contract w/Johnson Controls; declined at this time
- Library’s submission for the Preston Pipeline; completed by Diane
- Sexual Harassment Training mandated by state; Diane reported completion by all library employees
- ACLU membership renewal; action pending and will be included in the next Director’s Report

f. Library Staffing
Ann made a motion “to add library staffing to the agenda to decide on filling the part-time positions for a Children’s Library Assistant and Library Assistant as discussed at the February 4th meeting.” The motion was seconded by Kate; motion was unanimously passed. After careful consideration and with the Board’s approval, Diane will advertise to fill the open positions.
Kate made a motion “to accept the Director’s staff wage review recommendations.” The motion was seconded by Mary Jo; motion was unanimously passed.

8. New Business
FY 2018-2019 Annual Report
Diane will prepare the draft for review by the Trustees prior to submission to the Board of Finance.

- March 14th; “Spring Stars: Tips and Tricks for Observing the Night Sky “at the Mystic Seaport Treworgy Planetarium;
  * Interactive Star Show in the Planetarium - 6:30-7:30 p.m.
  * Telescope observing session on the museum grounds after Planetarium Show - 7:30-8:30 p.m.
- Funds will be contributed to the library’s Summer Reading Program for six (6) classes from 4H of New London and a performance by Ed Leonard for a kickoff event of “Fun with Drumming.”
- Next Friends meeting scheduled for Monday, March 23rd at 3:30 p.m. at the library

10. Public Comment: None

11. Adjournment
Ann made a motion to adjourn the meeting at 9:50 p.m. The motion was seconded Kelly; the motion was unanimously passed.

Respectfully submitted,
Ann Legler
President and Secretary

Upcoming Meetings – 2020
March 9, April 13, May 11, June 8, July 13, August 10, September 14, October 12 (Columbus Day), November 9, December 14

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