

MINUTES

Preston Public Library
Board of Trustees
Monday, February 11, 2019 @ 6:00 p.m.
Library Community Meeting Room

1. **Call to Order:** President Ann Legler called the meeting to order at 6:05 p.m.
Attending: Kate Allingham, Pat Bell, Kelly Davis, Ann Legler, Mary Jo Nugent
Also Attending: Sue Brosnan, Director
2. **Acceptance of previous meeting minutes:** Ann made a motion, seconded by Kate to accept the minutes for the January 14, 2019 Regular Meeting. Motion was unanimously passed.
3. **Public Comment:** None
4. **Treasurer's Report:** Pat provided copies for the meeting.

Hollowell CD	\$26,289.01	Interest: \$44.96
Small CD	\$ 2,460.42	Interest: \$ 4.20
Ann Cannon Savings Account	\$ 3,880.24	Interest: \$.63
Checking Account	\$ 3,218.12	
Money Market	\$ 1,454.14	
Total Assets as of February 11, 2019	\$37,301.92	

Note: Only the interest from the Hollowell CD may be used specifically for technology. The Ann Cannon Savings Account specifies it may be used for children and young adult literature.

5. **Correspondence**
 - Association of Connecticut Library Boards (ACLB) Letter/Subscription Renewal.
After a brief discussion, Ann made a motion, seconded by Kate not to renew this subscription. Motion was unanimously passed.
 - Email from Board of Finance requesting information be submitted for the FY 2017-2018 Annual Report by February 22, 2019. See "New Business" for action on this matter.
6. **Director's Report:** See Attachment
7. **Old Business**
 - a. **Social Media Policy Procedures:** Tabled for FY2019-2020 budget work session
 - b. **Personnel Policies and Procedures Manual:** Tabled for FY2019-2020 budget work session
 - c. **Library Winter Hours:** Tabled from previous meeting
 - d. **FY 2019-2020 Library Budget Work Session**

In preparation for submission of the library's budget, each line item of the worksheet (provided by Sue) and the corresponding narrative (provided by Ann) were reviewed and discussed for revisions.

Upon completion and with everyone in agreement with the revisions, Kate made a motion seconded by Ann that the "Preston Library Board of Trustees accept the proposed library budget for FY 2019-2020 pending any changes by the Board of Selectmen." Motion was unanimously passed.

Sue will revise the worksheet and Ann will edit the narrative; Kate requested the Board see the final version prior to submission to Town Hall.

Ann stated that the Board still has not received any correspondence pertaining to the budget information details even though she has read that other groups have met with or submitted their budgets to the Board of Selectmen on their budgets. She will go to Town Hall on Tuesday to check on this matter.

Sue stated she believed the deadline is February 19th and she would check to see if she received anything.

8. New Business

FY 2017-2018 Annual Report

Upon final review of the report Sue forwarded to the Board prior to the meeting, Pat made a motion, seconded by Mary Jo “to accept the FY 2017-2018 Annual Report with the changes as discussed.” Motion was unanimously passed.

Sue will make the final corrections. Ann asked Sue if she could send the information to the Board of Finance; Sue stated she would.

9. Friends of the Library Report

- Ribbon Bow Making Class (Michael’s) on Tuesday, March 26 at 6:00 p.m. at the library.
- Next Friends meeting is scheduled for March 25th, 2019 at 3:30 at the library.

10. Public Comment: None

11. Adjournment: Ann made a motion, seconded by Kelly to adjourn the meeting 8:35 p.m. Motion was unanimously passed.

Respectfully submitted,
Ann Legler
Secretary

Upcoming Meetings – 2019: 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 Financial Policies & Procedures Manual (revised and approved 2016; review 2017)
- PPL Board of Trustees Bylaws (revised and approved 2017; review in 2019)
- HVAC Service and Maintenance Schedule

Library Board Meeting 2/11/2019 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
- "Take Your Child to the Library Day", February 2, 2019. 21 children participated. Flyers were sent home with children at Preston Veterans Memorial School and made available at the library. There was a notice on the library web page and there was an announcement on the signboard outside. Families enjoyed working together on some of the activities. Everyone had a good time, including the staff. It was good to see the activity and families seeing what we have to offer.

General notes

January circulation was 1308; last year it was 1426. Patron visits were 863 (906 in 2018) and we were open 24 days this year and 22 last year. The building usage was 1247 this month and 1229 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. Some patrons have used the computers to file their taxes. 12 audio books and 5 eBooks were borrowed by patrons through ICONN. The director received an email announcing more audiobooks will be available through ICONN, including a children's book database. There were 12 new patrons added and 18 membership renewals.

- 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 Tai Chi class for older folks, meeting on Wednesdays at 11:15am which has been extended for another session. Preston Seniors on the Go games day on Mondays have a good core group and enjoy their time together. The Afternoon Book Club is meeting monthly. ARC is coming for lunch on Thursdays and a Mom's group met twice this month on Fridays. The Preston Historical Society held a meeting on February 3rd and the Friends held a program on February 5th.
- The library hosted 14 storytimes and the meeting room was used for 26 other meetings/programs.
- We were closed January 19 – 22 for the Martin Luther King, Jr. holiday and will be closed Saturday, Feb 16 – Monday, Feb. 18 for Presidents Day.
- Our Library Assistant has kept the computers and web page current; there have been many updates for the computers. We had a small problem printing to the color printer, but The Library Assistant figured it out and updated all of the computers. The computer attached to the printer lost its IP address, but we are not sure how, unless there was a power outage, as that computer is never shutdown so the address remains static.
- The state income tax forms have arrived and the federal income tax books have arrived. Reproducible federal forms have been shipped. Staff has been very busy assisting patrons with needed forms. Many patrons did not know the forms had changed and this has proven to be quite confusing. We are suggesting patrons take the instruction booklet home and then return to get the necessary forms. We have been printing the forms as a courtesy, but most people give us a donation towards them.
- All usual monthly tasks have been completed; the Assistant Librarian attended the CLC dvds swap and movies were swapped in and out; out-of-town borrowing statistics were gathered and reported; fire extinguishers checked. The timer for the outside lights has been adjusted. Water testing was conducted on Feb. 5th.
- Staff is continuing relabeling children's picture books, making them easier to locate. Weeding will begin soon in the Juvenile fiction shelves. Support staff is now checking usage in order to locate items to be discarded. Shelf reading and shelf maintenance is on-going. Interlibrary loan is keeping staff busy with patron, bookclub and outside library requests being filled. The Assistant Librarian has taken on a more active role in this process. There are many ways to request materials for our patrons, each with a very steep learning curve.

- The director read an email from the last Connecticut Library Association meeting and it was noted that the 2020 census will be conducted online. They are planning on training librarians to assist patrons in completing the forms. Stay tuned!
- The director has been gathering information for next year's budget proposal and the draft 2017-18 Annual Report for the Board of Finance has been completed.

Respectfully submitted,
Susan Brosnan, Director