REGULAR MEETING
MINUTES
Preston Public Library
Board of Trustees
Monday, March 9, 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 February 10, 2020 Regular Meeting.
     The motion was seconded by Pat; motion was unanimously passed.

3. **Public Comment:** None

4. **Treasurer’s Report**
   - Report as of March 9, 2020 was submitted and filed for audit.

5. **Correspondence:**
   - Letter from Doherty, Beals & Banks, P.C.

6. **Director’s Report**
   - Financial report on the current status of library accounts and budget was provided and discussed.
   - Circulation activity figures were slightly down for February.
   - Staff has completed ILL training provided at the library by an ILL coordinator from the CT State Library.
   - Heather Korsu (staff) has started giving computer instruction classes and Shannon Smith (staff) is helping with programming leads.
   - Director has hired a Library Assistant and a Children’s Library Assistant.
   - Meeting with OSHA representative re complaint filed in February went well. Upon receipt of the report, the Director will write a response documenting remedies.
   - Fire alarms were tested; library passed all inspections. Action item: remove fax machine line from the fire alarm line.

7. **Old Business**
   a. **Strategic/Long-Term Plan**
      Action items: grants and meet with the Town’s building inspector and a fundraising representative.
   b. **HVAC Status Update**
      Heat was restored to the main library on February 24th with the delivery and installation of the new heat exchanger unit.
   c. **Annual 501(c)(3) Filing**
      Information being collected for Doherty, Beals & Banks, P.C. to prepare the library’s Form 990 returns.
   d. **FY2020-2021 Budget**
      The proposed budget was submitted on February 14th. Board members and Director attended Board of Selectmen (BOS) budget workshop on March 5th.
      Line items were reviewed for changes. The Director will submit the revised proposed budget to the BOS.
   e. **FY 2018-2019 Annual Report**
      Report submitted to the Board of Finance.
8. **New Business:** None

9. **Friends of the Library Report**
   - March 14th; “Spring Stars: Tips and Tricks for Observing the Night Sky “at the Mystic Seaport Treworgy Planetarium.
   - 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 8:40 p.m. The motion was seconded Kate; the motion was unanimously passed.

Respectfully submitted,
Ann Legler
President and Secretary

**Upcoming Meetings – 2020**
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