MINUTES
Preston Public Library
Board of Trustees
Monday, March 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
   Excused: Mary Jo Nugent
   Also Attending: Sue Brosnan, Director

2. **Acceptance of previous meeting minutes:** Kate made a motion, seconded by Pat to accept the minutes for the February 11, 2019 Regular Meeting with the correction of $1,454.13 versus $1,454.14 in the Money Market Account. Motion was unanimously passed.

3. **Public Comment:** None

4. **Treasurer’s Report:** Not available

5. **Correspondence**
   Letter from Dime Bank re: Preston Community Fund Grant Information and corresponding response from Kate regarding Chelsea Groton Bank grant applications. It was agreed the matter of applications for grants will be included in the strategic/long-term plan for the library.

6. **Director’s Report:** See Attachment/Other
   Ann asked Sue if an appointment has been made for service on the heating system. Sue reported it was not and that she will make the appointment.

7. **Old Business**
   a. **Social Media - Library Website**
      Kate made a motion, seconded by Pat to remove this item as Old Business for inclusion in the Strategic/Long-Term Plan for the library. Motion was unanimously passed.

   b. **Personnel Policies and Procedures**
      Sue provided a revised draft of “Section B – Types of Jobs, Duties and Qualifications.”
      Kate suggested a change in the wording pertaining employees’ eligibility for holiday, sick and vacation time. Sue was asked to forward the amended version for review prior to the April meeting.

   c. **Library Hours**
      Kate made a motion, seconded by Kelly to remove this item as Old Business for inclusion in the Strategic/Long-Term Plan for the library. Motion was unanimously passed.

   d. **FY 2017-2018 Annual Report**
      Ann noted for the record that Sue had provided email confirmation to the Board that the requested information was submitted to the Board of Finance.

   e. **FY 2019-2020 Library Budget**
      The Board of Selectmen’s Budget Workshop on February 25, 2019 resulted in the library’s budget needing to be reduced by at least $1,000.00.
After a review of the previously submitted proposed budget, Kate made a motion, seconded by Pat to “add $300.00 to Line Item #30/C-Card State Grant, and reduce Line Item #2/ Salaries by $700.00, which reduces Line Item #3/Social Security/Medicare by $53.00.” Motion was unanimously passed. Kate asked how the changes are communicated to the Selectmen. Ann stated that in the past Sue has resubmitted the revised budget, with final approval by the Board, to Town Hall. Ann asked Sue if she would do this with Kate confirming the request; Sue said she would.

8. New Business
   a. FY 2018-2019 Library Budget
      Sue provided the Library Budget Report and stated there are funds pending from Town Hall. The Board agreed that the matter of potential remaining funds in this fiscal year be discussed at the next meeting. It is expected Sue will have up-to-date information and the Town’s monthly report.
   b. Strategic/Long-Term Plan for Library
      Kate stated Trustees had met with the Board of Selectmen in February to discuss ideas to modernize space, update collection(s), and expand meeting area(s) at the library. The BOS were interested and supportive of the initial suggestions and requested the Trustees and the Director return in a month with a vision/plan. There was an in-depth discussion on present and past building issues as well as an exchange of ideas and suggestions on various areas being considered for updating and/or renovation. Ann stated in an attempt to avoid mixed messages, opinions, etc. from all five (5) Trustees, Kate and Kelly had agreed to be the designated communication points-of-contact with Sue on this matter. Kelly stressed the importance of input from the staff as well. Kate provided a letter from the Board of Trustees addressed to the Director and staff announcing this endeavor. A list of the first action items to be completed by employees by April 8, 2019 was attached. In preparation for the March 28th BOS meeting to present the Board’s vision/plan for the library, a work session was scheduled for March 18th at 6:00 pm. Kelly extended the invitation to Sue for the staff.

   - 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.
   - FOL Book Sale; Apr. 11th & 12th 9:00-5:00, Apr. 13th 9:00-1:00 at Poquetanuck Fire Department

10. Public Comment: None

11. Executive Session (to discuss personnel matters): Not required

12. Adjournment: Pat made a motion, seconded by Kelly to adjourn the meeting 8:15 p.m. Motion was unanimously passed.

Respectfully submitted,
Ann Legler
Secretary

Upcoming Meetings – 2019: 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
Library Board Meeting  3/11/2019

Director’s Report

Children’s Updates

• The Lap Baby Group for our youngest story time members, 0 - 2 years, is going well. We have some children who are aging out and hopefully, will be moving to the older groups.
• Our Tuesday and Wednesday Storytimes are very popular; more materials are being borrowed following the storytimes, friendships and connections are being made.
• Displays in children’s area are kept current and inviting. Children’s librarian exploring ideas, materials and programs for the summer reading program.

General notes

February circulation was 1051; last year it was 1342. Patron visits were 796 (821 in 2018) and we were open 22 days both years. The building usage was 1132 this month and 1101 last year. There are more patrons using the library for newspapers, internet, and non-library programs; we continue to be a hub for some town activities. 19 eaudio books and 5 ebooks were borrowed through CONN. 9 new patrons added and 32 membership renewals; 2 memberships were deleted.

• The meeting room is still being used for monthly meetings of town organizations and other groups. Yoga classes through Parks & Recreation meet Wednesday evenings. The Monday Chair Yoga group has grown and has become a social gathering, keeping the seniors connected. Preston Seniors on the Go continue the game days on Mondays. Avalonia and Amos Lake Committee have scheduled regular meetings. The Afternoon Book Club meets once a month on Wednesday afternoon. ARC is coming for lunch on Thursdays only and a Mom’s group has been meeting once a month on Fridays. Preston Historical Society has scheduled meetings and the Friends of the Library held an event.
• The library hosted 10 storytimes and the meeting room was used for 25 other meetings/programs. “Take Your Child to the Library Day” was held on February 2nd, with 21 children attending.
• The library was closed for the Presidents’ Day holiday weekend. We closed early on 2/12 and opened late on 2/21, due to snow. The fire alarm system was tested on 2/26.
• Our Library Assistant has kept the computers and web page current and updating the computers continues weekly.
• The media laptop and projector were set up by staff for a Preston Historical Society workshop on February 13th. Patrons needing computer and fax assistance continue to increase. Printing tax forms has kept staff quite busy. Patrons are so grateful for the assistance, as many do not know how to use a computer to print the forms. There is still no more news concerning the census, but it is a topic of discussion at the governor’s budget hearings, particularly the costs involved. Another area of concern is the fact that so many schools are closing their libraries and the impact on local libraries. As of now, most of the state library’s budget for the next two years remains unchanged or cut, which will affect libraries on the local level.
• All usual monthly tasks have been completed; CLC and FLIC dvd swaps were attended by the Assistant Director; out-of-town borrowing statistics were gathered and the final year-end report sent to the state by the Director; fire extinguishers checked.
• Director is requesting interlibrary loan materials through CONNcert, email and phone requests, especially multi-copy bookclub requests. The Assistant Director processes items when they come in. We have a good system working, but continue to update the process. We continue to lend our materials to other libraries in our consortium and beyond, particularly to libraries who lend to Preston, who are not in our consortium.
• We have some temporary staffing changes coming up, due to vacations. Staff who are able will help to cover the hours, including swapping their usual shift and working extra hours.

• Staff is continuing relabeling (and recovering in needed) children’s picture books, making them easier to locate (we are up to L!). Current staff is working towards making our library up-to-date and user-friendly, reshelving and moving collections as needed. We are considering purchasing small baskets to put some of the children’s series books in so they are front-facing, saving shelf space and making the series shelves more inviting. We know this works with the picture books that are displayed; they keep going out!

• Director has arranged to borrow some large print spring fiction books and gardening books from the Middletown Library Service Center.

Respectfully submitted,
Susan Brosnan, Director