MINUTES
Preston Public Library
Board of Trustees
Monday, April 8, 2019 @ 7:00 p.m.
Library Community Meeting Room

1. **Call to Order:** President Ann Legler called the meeting to order at 7:00 p.m.
   Attending: Kate Allingham, Pat Bell, Kelly Davis, Ann Legler
   Excused: Mary Jo Nugent and Sue Brosnan, Director

2. **Acceptance of previous meeting minutes:** Ann made a motion, seconded by Pat to accept the minutes for the March 11, 2019 Regular Meeting with the following correction in Correspondence. It should say “Letter from Gale Ennis re: Preston Community Fund Grant Information” versus “Letter from Dime Bank.” Motion was unanimously passed.

3. **Public Comment:** None

4. **Treasurer’s Report:** Pat provided copies for the meeting.

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Balance</th>
<th>Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hollowell CD</td>
<td>$26,310.19</td>
<td>$21.18</td>
</tr>
<tr>
<td>Small CD</td>
<td>$2,462.39</td>
<td>$1.97</td>
</tr>
<tr>
<td>Ann Cannon Savings Account</td>
<td>$3,880.57</td>
<td>$0.33</td>
</tr>
<tr>
<td>Checking Account</td>
<td>$13,615.28</td>
<td></td>
</tr>
<tr>
<td>Money Market</td>
<td>$1,454.36</td>
<td></td>
</tr>
<tr>
<td>Total Assets as of April 8, 2019</td>
<td>$47,722.79</td>
<td></td>
</tr>
</tbody>
</table>

   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:** Ann received an email from Gale Ennis pertaining to correction in March 11th minutes.

6. **Director’s Report:** See Attachment
   - Library Budget Report: Not available

7. **Old Business**
   a. **Personnel Policies and Procedures**
      Sue provided revised drafts of “Section B – Types of Jobs, Duties and Qualifications” with the change Kate suggested in the wording pertaining employees’ eligibility for holiday, sick and vacation time. Upon final review and with no further changes needed, Kate made a motion, seconded by Pat “to approve Section B – Types of Jobs, Duties and Qualifications as amended.” Motion was unanimously passed.
      The Board discussed and agreed to review and revise “Section E – General Rules” with all associated references to corrective action in the library’s “Personnel, Policies and Procedures Manual.” The corresponding section in the Town’s Employee Handbook is “Communication & Standards of Conduct.” Ann will provide a draft prior to the May 13th meeting.

   b. **FY 2019-2020 Library Budget**
      Sue submitted the revisions to the proposed library budget as discussed at the March 11th meeting. Following this submission, Sue provided additional information and recalculated figures as requested by the First Selectman. The revised budget was accepted as presented at the March 28th BOS meeting.
c. **FY 2018-2019 Library Budget**

   No action at this time. The Board agreed to discuss this in conjunction with the library strategic plan.

d. **Strategic/Long-Term Plan for Library**

   The Board received feedback from Sue and the staff at the March 18th work session.

   The Board’s vision and strategic plan for the library was presented at the March 28th BOS meeting. In response to that meeting a “needs assessment survey” was developed and will be distributed within the next two (2) weeks.

   The Board toured the library to check the progress on the action items to be completed by this meeting. Kate will email an updated list to Sue of action items to be completed by the May 13th meeting.

8. **New Business**

   a. With regard to employee performance evaluations, Ann made a motion seconded by Kelly that a letter be drafted by the Board of Trustees to the Board of Selectmen and Town Treasurer pertaining to the cessation of automatic employee salary increases effective July 1, 2019. Motion was unanimously passed.

   b. Due to a schedule conflict, the Board agreed to change the June 10th meeting date to June 3rd.

9. **Friends of the Library Report**

   - “Fisher Cats in Connecticut,” Tuesday, April 16th at 6:00 p.m. at Poquenanuck Firehouse
   - FOL Book Sale; April 11th and 12th 9:00-5:00, and April 13th 9:00-1:00 at Poquenanuck Fire Firehouse
   - Next Friends meeting is scheduled for May 20th at 5:30 at the library.

10. **Public Comment:** None

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

12. **Adjournment:** Ann made a motion, seconded by Pat to adjourn the meeting 9:15 p.m. Motion was unanimously passed.

Respectfully submitted,
Ann Legler
Secretary

**Upcoming Meetings – 2019:** 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  4/8/2019
Director’s Report

Children’s Updates

- The Lap Baby Group for our youngest story time members, 0-2 years, has new families; moms and grandmothers are connecting.
- Our Tuesday and Wednesday Storytimes are very popular; more materials are being borrowed following the storytimes, friendships and playdates are being made.
- Book displays in children’s area are kept current; all posters and book-related stuffed animals have been removed.
- Meeting with book vendor, Wednesday, April 10.

General notes

- March circulation was 1218; last year it was 1315. Patron visits were 921 (778 in 2018) and we were open 24 days in 2019 and 23 days in 2018. The building usage was 1230 this month and 1024 last year. Patrons are using the library for newspapers, internet and job searches. 26 eaudio books and 0 ebooks were borrowed through ICONN. 13 new patrons added and 33 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; this has ended until the fall. Avalonia held their regular meeting. 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. The Friends of the Library held a program and a quarterly meeting. The Library Board held their monthly meeting and one workshop.
- The library hosted 10 storytimes and the meeting room was used for 22 other meetings/programs.
- The library was closed due to snow on Saturday, 3/2 and Monday, 3/4; the director contacted Public Works at 5:15am on Monday, March 4 to advise them of the closure.
- Our Library Assistant has kept the computers and web page current and updating the computers continues weekly. Videos are being withdrawn with the assistance of other staff. Children’s cartoons and cartoon movies have been offered to our storytime families and some have been taken. Non-fiction films have been removed. Work continues on the withdrawal of family films.
- All usual monthly tasks have been completed; CLC and FLIC dvd swaps were attended by the Assistant Director; quarterly deliverIT numbers were tallied for the state delivery system and the 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. We are now requesting materials for three reading groups. The Assistant Director processes items when they come in. 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.
• We will be closed Friday, April 19 – Sunday, April 21. Circulation calendar has been adjusted and signs placed for patrons to view.
• Relabeling (and recovering if needed) children’s picture books continues (we are up to M!).
• Director has arranged to borrow some large print spring fiction books and mystery books from the Middletown Library Service Center; they arrived and the Assistant Director catalogued them for our circulation system.
• The director had to submit time cards to town hall early for both March payrolls.
• The assistant director removed all decorations and posters from the main library.
• The director submitted the revised budget request to the selectmen and then submitted an updated budget as approved by the Board.
• The furnace will be cleaned on Tuesday, April 9.
• Plants have been removed from the sill by the large window.
• The library technical assistant has kept the outside signage current for the FoL programs.

Susan Brosnan, Director