

## MINUTES

Preston Public Library  
Board of Trustees  
Monday, May 13, 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 Ennis-Davis, Ann Legler and Mary Jo Nugent  
**Also Attending:** Sue Brosnan (Director) and Nancy Milne (Staff)
2. **Acceptance of previous meeting minutes:** Kate made a motion, seconded by Pat to accept the minutes for the April 8, 2019 Regular Meeting. Motion was unanimously passed.
3. **Public Comment:** None
4. **Treasurer's Report:** Pat provided copies for the meeting.

Hollowell CD	\$26,324.03	Interest: \$13.84
Small CD	\$ 2,463.69	Interest: \$ 1.30
Ann Cannon Savings Account	\$ 3,880.73	Interest: \$ .16
Checking Account	\$12,620.92	
Money Market	\$ 1,454.49	
Total Assets as of May 13, 2019	\$36,645.86	

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:** None
6. **Director's Report:** See Attachment
  - Library Budget Status Report: General discussion.
  - Annual IRS 501(c)(3) reporting: Sue reported it wasn't due until November.
7. **Old Business**
  - a. **Personnel Policies and Procedures**
    - Upon final review with minor changes noted and a new section and title designated for the library's corrective action policy, Ann made a motion, seconded by Kate "to approve Section F - Communication & Standards of Conduct with the associated Job-In-Jeopardy process for all employees of the Preston Public Library." Motion was unanimously passed. Ann will make the corrections and provide the revised copies.
    - The Board agreed to review "Section C – Employment Procedures" with associated references in the library's policy manual and corresponding guidance in the "Town Employee Handbook" for updates to the employee performance evaluations process. Ann will provide a draft for the July 8<sup>th</sup> meeting.
  - b. **FY 2018-2019 Library Budget**

The Board agreed to discuss end-of-the-year expenditures at the June 3<sup>rd</sup> meeting.

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

- Kelly led the review of the “Preston Public Library Community Needs Assessment May 2019” report she had composed utilizing public responses to the Needs Assessment Survey, statistics from the CT State Library and data from our own library resources.  
Kelly will include the changes and recommendations that were discussed in the final version.  
Ann stated the Board’s presentation of this report is scheduled to be on the agenda for the May 23<sup>rd</sup> Board of Selectmen meeting.
- Sue provided a report on the updated list of action items she was sent following the April 8<sup>th</sup> meeting. Several issues were discussed and four (4) items were identified as still incomplete for this deadline.

**d. Automatic Employee Salary Increases**

An email was sent to the Board of Selectmen and Town Treasurer requesting the cessation of automatic employee salary increases effective July 1, 2019. Ann stated a response has not been received yet which may be due pending the outcome of the Town’s FY 2019-2020 budget.

**8. New Business**

**a. Patron Email Addresses**

Kate and Sue confirmed with the CT State Library that emails supplied by patrons in order to gain a library card and receive circulation-related emails are wholly private and cannot be used for any other purpose.

Kate’s confirmation also stated most libraries inquire of patrons when they register whether they would like to receive additional communications from the library. This “opt-in list” can be used to distribute surveys, e-newsletters, etc.

The library presently does not have an “opt-in list.” Sue will check into methods for creating one.

**b. Resignations**

Sue provided copies of three (3) letters of resignation from the library staff. They were read and accepted with regret by the Board.

**9. Friends of the Library Report:** None

**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 9:33 p.m.  
Motion was unanimously passed.

Respectfully submitted,  
Ann Legler  
Secretary

**Upcoming Meetings – 2019:** June 3, 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 5/13/2019

### Director's Report

#### Children's Updates

- The Lap Baby Group on Thursdays for our youngest story time members, 0 -2 years, continues; moms and grandmothers are connecting
- Our Tuesday and Wednesday Storytimes are very popular; most families no longer stay and check out materials after storytime
- Book displays in children's area are kept current; now on display are spring and spring holidays, Mother's Day, gardening to name a few

#### General notes

- April circulation was 1293; in 2018 it was 1100. Patron visits were 896 (812 in 2018) and we were open 23 days in 2019 and 25 days in 2018. The building usage was 1254 this month and 1084 last year. Patrons are using the library for newspapers, internet and job searches, as well as checking out books, movies, and other materials. Tax forms were very popular. Staff assisted patrons locating and printing necessary forms. 18 eaudio books and 3 ebooks were borrowed through ICONN. 10 new patrons added and 65 membership renewals; 0 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. They are looking forward to continuing through the summer. Avalonia cancelled their regular meeting. Amos Lake Association held their monthly meeting. The Afternoon Book Club met on Wednesday afternoon 4/17. 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 book sale at the Poquetanuck Firehouse and staff provided information and directions for both. The Library Board held their monthly meeting.
- The library hosted 12 storytimes and the meeting room was used for 20 other meetings/programs.
- The library was closed Friday April 19 and 20 for the Easter holiday.
- Our Library Assistant has kept the computers and web page current and updating the computers continues weekly. Videos have been withdrawn with the assistance of other staff.
- All usual monthly tasks have been completed; CLC dvd swap was attended by the Assistant Director; fire extinguishers checked.
- Director processed request for funds for March bills from the town. Check was received and deposited.
- Director is requesting interlibrary loan (ILL) materials through CONNcert, email and phone requests, especially multi-copy bookclub requests. The Assistant Director has been fulfilling requests through the state ILL system. 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 processed 99 ILL materials in April, both borrowing and lending. This total does not reflect unfilled and re-requested materials. The Director requested books from the state library at the Middletown Library Service Center for a teacher at Preston Veterans Memorial School and the Assistant Director processed them for use in the classroom. It has not been confirmed if there will be any summer reading requirements through the schools.
- We were short-staffed for three weeks due to vacations. Staff helped to cover the hours, including swapping their usual shift and working extra hours.
- The Director has kept the outside signage current for the FoL programs, due to absence of the Library Technical Clerk. Staff have covered and repaired books in her absence.

- We will be closed Saturday, May 25 – Monday May 27 for the Memorial Day holiday. Circulation calendar has been adjusted, signs placed for patrons to view and the website updated.
- Relabeling (and recovering if needed) children's picture books continues (we are up to P!), by one of our Desk Aides.
- The furnace was cleaned on Tuesday, April 9.
- Staff met with a children's book vendor on April 10 to view current offerings. Selections were made and have been added to the collection.
- Use of federal tax forms was calculated, form filled out and emailed back to the federal tax forms outlet, by the Director.
- The request for numbers of quarterly copier prints was filled out and emailed back by the Director.
- Board approved policy B. Types of Jobs, Duties, and Qualifications, updated and emailed to the Board 4/23/2019 by the Director.

Susan Brosnan, Director