

MINUTES

Preston Public Library
Board of Trustees
Monday, June 3, 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), Staff: Barbara DiFrancesca, Clare Markley and Nancy Milne
Claire Bessette (The Day) and Sue Jeffrey (Visitor)
2. **Acceptance of previous meeting minutes:** Ann made a motion, seconded by Mary Jo to accept the minutes for the May 13, 2019 Regular Meeting. Motion was unanimously passed.
3. **Public Comment:** None
4. **Treasurer's Report:** Not available
5. **Correspondence**
Kate reported receiving an email from the CT State Library regarding membership in the Association of Connecticut Library Boards (ACLB). After a brief discussion, Ann made a motion, seconded by Mary Jo "to rejoin the ACLB in conjunction with the Board's Strategic Plan." Motion was unanimously passed.
6. **Director's Report:** See Attachment/Additional
 - Comments and feedback were received from the majority of attendees with regard to staff resignations and the impact these have on programs and services. Several suggestions were made by Board members in addressing these issues.
 - There were additional comments and discussions on the results of the Needs Assessment Survey and the pending Strategic Plan for the library. Board members reiterated their justification for action items and schedules from the onset as well as the the results of initial meeting with and support from the Board of Selectmen.
 - One (1) employee provided her letter of resignation. It was read and accepted with regret by the Board.
7. **Old Business**
 - a. **Personnel Policies and Procedures**
Tabled for July 8th meeting; reference May 13th minutes.
 - b. **FY 2018-2019 Library Budget**
The Board agreed to discuss end-of-the-year expenditures at the July 8th meeting.
 - c. **Strategic/Long-Term Plan for Library**
Based on the recommendations made in the May 2019 Community Needs Assessment Report, a timeline of action items for the next three (3) months was developed.
 - d. **Automatic Employee Salary Increases**
Pending additional information, further discussion will continue at the July 8th meeting.
 - e. **Patron Email Addresses**
See Director's Report. Kate recommended adding the field to obtain the information.

8. New Business

- Staff Performance Evaluations

Kate requested Sue complete employee performance self-evaluations by the end of July with a report due for the July 8th meeting.

9. Friends of the Library Report

- Book Sale suspended indefinitely; focus on recruiting additional volunteers
- “Know the 10 Signs of Alzheimers” program on May 21st at 6:30 at the library
- List of passes for museums and other local venues for 2019-20 was reviewed and updated
- Next Friends meeting is scheduled for July 22nd at 3:30 at the library

10. Public Comment: None

11. Executive Session

Ann made a motion, seconded by Pat to enter into Executive Session at 9:07 p.m. to discuss personnel matters. Motion was unanimously passed. Sue was invited into the session.

The Board exited Executive Session at 9:53 p.m. to return to the Regular Meeting.

12. Adjournment

- a. Prior to adjournment, Pat made a motion, seconded by Kelly to “schedule a Special Meeting for Monday, June 17th at 3:00 p.m. to discuss the Strategic Plan for the library; and, to address current library staffing and program issues as discussed earlier in the meeting.” Motion was unanimously passed.
- b. Kate made a motion, seconded by Pat to adjourn the meeting at 10:00 p.m. Motion was unanimously passed.

Respectfully submitted,
Ann Legler
Secretary

Upcoming Meetings – 2019: 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
6/03/2019
Director's Report

Children's Updates

- Our Tuesday and Wednesday Storytimes will end June 18 & 19
- The Lap Baby Group on Thursdays for our youngest story time members, 0 -2 years, will end on June 20
- **General notes**
- May circulation, through 5/30, was 1118; in 2018 it was 1329. Patron visits were 724 (880 in 2018) and we were open 24 days in 2019 and 25 days in 2018. The building usage was 1061 this month and 1189 last year. Patrons are using the library for newspapers, internet and job searches. We have become a popular place for supervised family visits. There are no statistics for eaudio books and ebooks were borrowed through ICONN, because the month has not ended. 9 new patrons added and 39 membership renewals; 3 memberships were deleted. 71 ILLs were processed to date (5/30)
- 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 has become a social gathering, keeping the seniors connected. Avalonia and Amos Lake Association held their monthly meetings. The Afternoon Book Club met on Wednesday afternoon 5/16. 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 meeting at the library in May; their program was cancelled. The Library Board held their monthly meeting.
- The library hosted 14 storytimes and the meeting room was used for 20 other meetings/programs.
- The library was closed Saturday 5/25 and Monday 5/27 for the Memorial Day holiday.
- Five staff have viewed a webinar from Auto-graphics in preparation for the update scheduled for this summer.
- All usual monthly tasks have been completed; CLC dvd swap was attended by the Assistant Director.
- Director processed request for funds for April bills from the town. Check was received and deposited.
- Signs have been posted advising patrons that Interlibrary loan (ILL) materials services will end 6/15/2019.
- The director worked with the librarian from Ella Grasso Tech on their summer reading requirements. Copies lacking in our collection have been ordered. It has not been confirmed if there will be any summer reading requirements through the schools. Nutmeg books have been ordered
- We will be short-staffed due to vacations and personal time off. Staff will help to cover the hours, including swapping their usual shift and working extra hours.
- The outside and inside signage has been kept current for the FoL programs.
- Relabeling (and recovering if needed) children's picture books continues (almost done with R!), by one of our Desk Aides.
- 5/10 - Director met new representative for the copier company; he will be working on a proposal for the next copier
- 5/14 Director met with a representative from a new copier distributor; he is working up a proposal for a new copier
- 5/14 – Director spoke with tech at Auto-graphics about adding another field to patron registration accounts for news emails, as was requested by the Board. A new field can be added, but a separate list cannot be generated as a mailing list. The complete patron registration information can be downloaded to an excel spreadsheet and then unwanted fields removed to generate an email list.

- 5/16 – Norwich Public Utilities Gas Division had to shut off our gas in order to repair a leak by the end of the driveway. A tech came after the repairs were made and turned the gas back on and checked to make sure the HVAC system was working properly (both heat and air conditioning)
- 5/21 – There was a problem with the pull box for the fire alarm system at a meeting held here on 5/20 in the evening; the cover fell off. The Fire Chief came in on Tuesday morning to advise the director of the situation (director had already had a notification message on the phone) and said we needed to have the cover on the box replaced. Director contacted town hall and then called the fire alarm company to have the repair made, as the Selectmen’s Executive Assistant was having computer issues and was unable to find the phone number. Johnson Controls (formerly Tyco SimplexGrinnell) was able to complete the repairs that day as they had a technician in Groton that day.
- 5/22 – Yearly fire extinguishers check by Shipman
- 5/22 & 23 - Four emails back and forth to librarian at Grasso Tech for information for summer reading
- 5/24 - Time sheets were collected, approved and brought to the treasurer at town hall; early because of the holiday
- 5/24 – Library received another bill (this has happened before) from Granite City Electric which was not ours; company representative asked director to scan and email a copy to them; the bill belonged to the schools
- 5/30 – Received credit letter from Granite City

Susan Brosnan, Director