REGULAR MEETING
MINUTES
Preston Public Library
Board of Trustees
Monday, July 13, 2020 @ 6:00 p.m.
Public sidewalk outside the Library

1. Call to Order: President Ann Legler called the meeting to order at 6:00 p.m.
   Attending: Kate Allingham, Pat Bell, Kelly Ennis-Davis, Ann Legler and Mary Jo Nugent (virtual)
   Also attending: Diane Deedy (Director)

2. Acceptance of previous meeting minutes
   - Ann made a motion to accept the minutes for the March 9, 2020 Regular Meeting. The motion was
     seconded by Kate; motion was unanimously passed.
   - April 13, 2020 Regular Meeting - Notice of Cancellation; no minutes
   - May 11, 2020 Regular Meeting - Notice of Cancellation; no minutes
   - June 8, 2020 Regular Meeting - Notice of Cancellation; no minutes

3. Public Comment: None

4. Treasurer’s Report: Not available

5. Correspondence:
   - Letter from Doherty, Beals & Banks, P.C. re confirmation of 990EZ documentation filed with IRS.
   - Letter from IRS re the documentation submitted for filing.
   - Confirmation from Doherty, Beals & Banks, P.C. response was submitted to the IRS.
   - “Act of Kindness” letter and donation from a Chelsea Groton Bank employee.

6. Director’s Report
   - Coronavirus update: library reopened to the public on July 7th on an appointment-only basis and
     curbside pickup still available. Virtual story times and presentations are proceeding on social media.
   - Financial report on the current status of library accounts and budget was provided and discussed.
   - Facility maintenance matters re service, repairs and improvements are completed and/or pending action.
   - Technology assessment has been completed to upgrade the WiFi, internet connection and protection.
   - Director met with LION Director’s Committee re joining the consortium. The committee will visit the
     library in August and will vote on a decision to let Preston Public Library join.
   - New copy machines were installed, library sign was replaced on the Norwich side of Route 2, new plastic
     library cards with barcodes and key tag have replaced the old cards, and the new website is up and
     running.
   - Positive feedback from the public re new material for the collection, improvements and service.
   - Due to budget cuts for FY2020-2021, the library will be closed on Mondays.
   - Cross training on tech services and website continues. Staff utilizing skills for grant writing, cataloguing,
     and programming obtained through working at home during the pandemic lockdown.
   - Book donations: staff and Friends of the Library are providing free books weeded from the collection and
     taken from storage after the last book sale. The “book give-away” is set up in the meeting room and will
     be ongoing until further notice.

7. Old Business
   a. Strategic/Long-Term Plan
      Forming a subcommittee consisting of Trustee(s) and staff was discussed. Goals remain on track.
b. Annual 501(c)(3) Filing
   All action completed; waiting for correspondence from IRS re filed documentation.

8. New Business
   • FY 2019-2020 Budget
     Invoices are still being paid. Line item transfers will be discussed at next meeting.
   • FY 2020-2021 Budget
     Town’s budget passed with the library’s budget cut back to the FY2018-2019 level.
   • Library Board of Trustees Vacancies and Bylaws
     Recruitment for filling vacancies and possible revisions to the bylaws were discussed.

   Meetings have been cancelled until further notice.

10. Executive Session
    Ann made a motion to waive Executive Session onto the agenda to discuss a personnel matter (reference: CGS Section 1-200(6)(a)). The motion was seconded by Pat; motion was unanimously passed.
    • The meeting moved into Executive Session 7:25 p.m. Diane Deedy was invited to attend.
    • The Board exited Executive Session at 7:35 p.m. to return to the Regular Meeting.
    • Kate made a motion that “the Library Board of Trustees for the Preston Public Library offer Diane Deedy the position of Director as a permanent appointment.” Mary Jo seconded the motion; motion was unanimously passed. Diane verbally accepted the appointment. Kate will follow up with a formal letter.
    • Kate made a motion that “Diane be added as an authorized signer to all of the Preston Public Library accounts at the Jewett City Savings Bank.” Ann seconded the motion; motion was unanimously passed.

11. Public Comment: None

12. Adjournment
    Pat made a motion to adjourn the meeting at 7:45 p.m. The motion was seconded Kelly; the motion was unanimously passed.

Respectfully submitted,
Ann Legler
President and Secretary

Upcoming Meetings – 2020
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