

**REGULAR MEETING  
MINUTES**

Preston Public Library  
Board of Trustees  
Monday, August 12, 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)

2. **Acceptance of previous meeting minutes**

- July 9, 2019 Special Meeting -  
Ann made a motion, seconded by Mary Jo to accept the minutes. Motion was unanimously passed.
- July 18, 2019 Special Meeting -  
Kate made a motion, seconded by Mary Jo to accept the minutes with corrections made to:  
-the word “pending” to “to be extended” in item #4 - Staff Hiring Updates.  
-the word “adjoin” to “adjourn” in item #6 – Adjournment.  
Motion was unanimously passed.

3. **Public Comment:** None

4. **Treasurer’s Report**

Hollowell CD	\$26,363.85
Small CD	\$ 2,467.42
Ann Cannon Savings Account	\$ 3,881.20
Checking Account	\$11,641.48
Money Market	\$ 1,454.85
Total Assets as of May 13, 2019	\$45,788.80

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**

Email from Preston Historical Society regarding dedicated space for genealogy and historical information. The Board will follow up with a response.

6. **Director’s Report**

- Discussion on new circulation system and library statistics were provided for July.

Circulation	July 2019 - 1828	July 2018 – 2301
Patrons	July 2019 - 936	July 2018 – 1332
Usage	July 2019 - 1148	July 2018 - 1629
Days Open	July 2019 - 26	July 2018 - 25

7. **Old Business**

**a. Personnel Policies and Procedures**

- “Library Benefits” and “Hiring Procedures” updates were tabled until the September meeting.

**b. FY 2018-2019 Library Budget**

Kate made a motion, seconded by Ann to approve the following line item transfers. Motion was unanimously passed.

\$4046.13 from	1-102-3720 – <b>5101</b> - Salaries to the following:
\$1999.00	1-102-3720 – <b>5204</b> - Pension
\$1443.00	1-102-3720 - <b>5212</b> - Health Insurance
\$ 265.00	1-102-3720 - <b>5301</b> - Supplies
\$ 16.01	1-102-3720 - <b>5337</b> - Maintenance Supplies
\$ 173.00	1-102-3720 - <b>5451</b> - Computer Support
\$ 2.54	1-102-3720 - <b>5469</b> - Audio/Video (A/V)
\$ 147.51	1-102-3720 - <b>5504</b> – Phone

Submission of the request for the to the Board of Selectmen (BOS) with confirmation to the Board is expected by the end of the week.

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

Action items include continued cleanup within the library, plan and verify structural and space allocations with the building inspector, identify and utilize various sources for funding in support of space and programming needs.

The children’s area was chosen as the Board’s initial focus for renovations. A list of maintenance issues was reviewed and updated.

**d. Staff Performance Evaluations**

Kate made a motion, seconded by Pat to accept the Director’s recommendation #1 for staff salary increases effective July 1, 2019. Motion was unanimously passed.

**e. Staff Hiring Updates**

Library Aide and Children’s Librarian were selected as the current job positions to be posted. An update on the status is expected by the end of the week.

**f. Hours of Operation**

Based on attendance data collected and analyzed and a comparison of hours at other libraries, Kate made motion, seconded by Pat to revise the library’s hours of operation commencing on September 1, 2019. Motion was unanimously passed. The hours are as follows:

Monday 10:00 a.m. – 2:00 p.m.	Friday 10:00 a.m. – 5:00 p.m.
Tuesday 10:00 a.m. – 5:00 p.m.	Saturday 10:00 a.m. – 2:00 p.m.
Wednesday 10:00 a.m. – 7:00 p.m.	Sunday – Closed
Thursday 10:00 a.m. – 7:00 p.m.	

Communication to the Board regarding the new hours and staffing is expected by the end of the week.

**8. New Business**

**a. Extended Staff Resignations**

Previously approved extension will expire on August 31, 2019.

**b. Board of Trustees Bylaws**

Ann made a motion, seconded by Kate to amend the Board of Trustees Bylaws, Section II - Board Members and Duties with the addition of #11 regarding indemnification. Motion was unanimously passed.

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

10. **Public Comment:** None

11. **Executive Session:** Not required

12. **Adjournment**

Pat made a motion, seconded by Kelly to adjourn the meeting 10:04 p.m. Motion was unanimously passed.

Respectfully submitted,  
Ann Legler  
Secretary

**Upcoming Meetings – 2019:** 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 (amended July 2019)

HVAC Service and Maintenance Schedule