

**REGULAR MEETING  
MINUTES**

Preston Public Library  
Board of Trustees  
Monday, September 9, 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:** Kate made a motion, seconded by Pat to accept the minutes for the August 12, 2019 Regular Meeting. Motion was unanimously passed.
3. **Public Comment:** None

4. **Treasurer's Report**

Hollowell CD	\$26,376.85	Interest: \$13.00
Small CD	\$ 2,468.64	1.22
Ann Cannon Savings Account	\$ 3,881.37	.17
Checking Account	\$28,315.42	
Money Market	\$ 1,454.97	
Total Assets as of September 9, 2019	\$62,497.25	

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**
  - Oral report provided, excluding library statistics.
  - A revenue report was requested for the October meeting.
7. **Old Business**
  - a. **Personnel Policies and Procedures**
    - "Library Benefits" and "Hiring Procedures" updates underway, additional information needed from Town regarding applicable benefits, tabled until the October meeting.
  - b. **FY 2018-2019 Library Budget**
    - Submission of the request for line item transfers were submitted to the Board of Selectmen (BOS).
    - Submitted expenses for FY2018-2019 applied to FY2019-2020; Director to correct with Town no later than end of week. Report from Director due to Board by the end of the week.
  - c. **Strategic/Long-Term Plan for Library**

Updates, discussions and action items: floor plan/space allocations, library facility cleanup and maintenance needs, children's programming, staff service and support, library website/social media platforms/marketing plan, community outreach, funding resources and Board/staff collaboration. Director to provide visitor data as soon as possible for delivery to Building Inspector.
  - d. **Staff Hiring Updates**

Three (3) positions have been filled to date. A "meet and greet" for the new employees is planned for September 23<sup>rd</sup> at 4:30 at the library. Additional staffing needs and/or changes will be discussed at the next meeting.

**e. Hours of Operation**

Staff and patrons are adjusting to the revised hours that went into effect September 1, 2019.

**8. New Business**

Regular Meeting schedule changes:

- October 14<sup>th</sup> Columbus Day; will be canceled. Special Meeting scheduled for October 7<sup>th</sup> at 7:00 p.m.
- November 11<sup>th</sup> Veteran's Day; will be canceled. Special Meeting scheduled for November 4<sup>th</sup> at 7:00 p.m.

**9. Friends of the Library Report**

- Friends of the Library meeting, September 23<sup>rd</sup> at 3:30 at the library.
- "The Basics for Planning for an Emergency" program, September 25<sup>th</sup> at 6:30 at Poquetanuck Fire Department

**10. Public Comment:** None

**11. Executive Session** (to discuss personnel matters)

Ann made a motion, seconded by Kate to enter into Executive Session at 8:37 p.m. Motion was unanimously passed. Sue was invited into the session.

The Board exited Executive Session at 9:07 p.m. to return to the Regular Meeting.

**12. Adjournment**

Ann made a motion, seconded by Mary Jo to adjourn the meeting at 9:28 p.m. Motion was unanimously passed.

Respectfully submitted,  
Ann Legler  
Secretary

**Upcoming Meetings – 2019:** October 7 (revised), November 4 (revised), 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 August 2019)

HVAC Service and Maintenance Schedule