

Harwinton Public Library

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Board of Trustees Monthly Meeting – May 5, 2014

Unapproved Minutes

The meeting was called to order at 7:02 p.m. by Co-chair Leslie Flowers.

Trustees Present: Rich Agoston, Barbara Buss, Dave Christensen, Lisa Cianciolo, Leslie Flowers, Karen Kelleher, Marilyn Mitchell, and Patricia Sederquist

Also in Attendance: Library Director Stasia Motuzick

Public Input: None

Secretary's Report: A motion to accept the minutes from the May 5, 2014, regular meeting was made by Agoston with a second by Cianciolo; a unanimous vote followed.

Treasurer's Report: The Library Income and Expense Report through April 30, 2014, was reviewed and accepted on motion by Christensen with a second by Kelleher; a unanimous vote followed. It was noted that prior year comparison information is still not reflected in the report because this is the first year the information has been reported in this format. Comparison information will be available after June month-end.

The Library Board Funds Report was discussed in detail with emphasis on appropriate line item designation with suggestions made by Motuzick.

The April 30 Budget Report was discussed in detail with concern expressed pertaining to the negative figure for the telephone expense. Following discussion of the issue, motion was made by Christensen, second by Flowers, to use funds available in the Books, Mileage, and Professional Development areas to cover the increased telephone costs for this fiscal year. All voted in favor of the motion.

Librarian's Report: The report was accepted on motion by Buss with a second by Kelleher, with all voting in favor. Various topics were discussed in detail including the following:

- New Trustee, Patti Sederquist, was welcomed to the Board. Appreciation was given to all Trustees who were able to attend the meeting at which she was elected. The Trustees were urged to attend the town meeting on May 20 when budgets are approved.
- The Librarian continues to work with the town bookkeeper to get invoices up to date and to develop a spreadsheet to track useful data. Interest rates on the Library's various accounts were reviewed.

- The Librarian and Assistant Librarian attended the CLA Conference and met with colleagues and vendors to get new ideas; Motuzick also attended a grant writing program that emphasized the importance of reading the requirements and following all directions.
- Library staff will be eligible to attend a town-sponsored CPR course when re-scheduled later in the year. Harwinton has been designated as a heart-friendly town; a defibrillator is available in the library.
- Complaints have been received from other civic groups as to the condition of the library building. It was agreed that a list of areas of concern/deterioration would be developed and that cost estimates should be obtained. Some areas noted during discussion included the heating and ventilation, insulation, and the carpets.
- Civic Family Services has given the Library a grant for \$400 to use for a program and materials.
- Applications for the Thomaston Savings Bank Foundation grants will be available soon.
- Internet provider, CEN, will be holding its second annual conference in Hartford on May 22 and will allow two attendees at no cost; it was suggested that Computer Committee members might be interested in attending.
- The Friends' Plant, Book, and Bake Sale is scheduled for May 17 and the Friends would appreciate donated baked goods to sell. The Friends have supported the summer program with \$2,500 and will support the Passport Program in September.

Committee Reports:

Art: Flowers reported that Susan Kennedy will be presenting a talk about growing orchids at the Library on June 4 at 6:30 p.m.

Flowers distributed a portion of the guidelines pertaining to exhibits including art shows and the responsibilities of the artist, and also distributed the Exhibition Agreement; revisions were discussed.

Flowers reported that the Library will sponsor a juried art show in the September/October timeframe that will welcome anyone from the community to enter; *Viewers' Choice* and *Best in Show* awards will be given. This type of show should bring people into the Library.

Budget: Nothing new to report.

Computer: Motuzick noted that she plans to use grant money to purchase new Microsoft software and a new monitor.

Fundraising: Kelleher distributed copies of the revised annual appeal letter for review and approval. The letter was approved, but it was later suggested and agreed that it should not be sent to the printer until the Library's budget is approved.

Cianciolo discussed her attendance at a fundraiser pasta dinner held at Marino's noting that it might be a good type of fundraiser for the Library as it would require minimal effort by the Trustees; most of the work would be done by the restaurant wait staff. It was agreed that this type of event should be considered.

Investments: Five separate accounts were opened at Thomaston Savings Bank as approved the previous month and are earning interest at a rate of .2 percent. It was suggested that they contact Infinex representative, Bill Coe, for financial advice.

Property and Building: As already noted.

Governance: As noted earlier, Patti Sederquist has joined the Library Board. Terry Marchand and Rich Agoston were re-nominated, but Marchand has recently sent a letter of resignation due to a work conflict leaving a vacancy on the Board and requiring the Secretary position to be filled.

Christensen noted that officer positions will be discussed and filled at the June meeting. Flowers volunteered to chair the Building Committee filling the position recently vacated by Lisa Sadler. Buss volunteered to be responsible for Board correspondence replacing Flowers. The Secretary position remained open.

Correspondence: Flowers stated that she would send notes to the members who served on the Investment Committee and to the resigning Trustees.

There was discussion regarding the need for a letter from the architect to submit to the Selectmen and the need for their letter giving authority to the Library to apply for a grant.

Other Business: None

A Motion to adjourn was made at 8:24 p.m. by Buss, second by Cianciolo; a unanimous vote followed.

Respectfully Submitted by Marilyn Mitchell

RECEIVED FOR RECORD AT HARWINTON CT
ON 5-7-14 AT 3:30pm
ATTEST NANCY E. ELDRIDGE TOWN CLERK