

HARWINTON PUBLIC LIBRARY

<http://www.harwintonpl.org>

<http://www.harwintonpl.com>

Board of Trustees regular meeting

December 3, 2012

Unapproved meeting minutes

The meeting was called to order by Co-chair Dave Christensen at 7:01 pm. Members in attendance were Marilyn Mitchell, Leslie Flowers, Lisa Cianciolo, Karen Kelleher, Lisa Sadler, Dave Christensen and Theresa Landau. Also in attendance was Library Director Stasia Motuzick.

Public input: None

Other business: We began the meeting with other business and Attorney Mike Rybak speaking to the board related to a contract with the selected architect for the schematics of a library expansion.

Discussion of two items:

1. Regarding the project for library expansion
2. Comments on the Architect's contract

Square footage will dictate the need for sprinkler system and this will affect how the contract is put out for bid.

We are able to hire a Construction Manager for the project.

Recommendation that we go to the Zoning board once we have something to show them. We also need to go to Planning and Wetlands.

The contract was reviewed with a few recommendations that should be looked at before signing.

SECRETARY'S REPORT: Motion to accept the Secretary's report by Flowers, second by Mitchell; Unanimous.

TREASURER'S REPORT: Overall total income is up from last year. Lisa C. is pulling together information related to the budget to hand over to the town treasurer. The town treasurer still needs to put paperwork in place for Fidelity.

Motion to accept the treasurer's report by Sadler, second by Flowers; unanimous.

LIBRARIAN'S REPORT:

The town wishes to wait until January 2013 to take over budget for the library.

Recorded books demonstrated Zuni for the library staff for magazines on line. Magazines can be downloaded and kept forever. The cost for the library would be \$ 500.00 based on our circulation. Stasia will keep an eye on this as a possibility for the future.

The union contract has been signed.

The Harwinton Lion's Club has given a grant to the library for \$ 1000.00 to be used to add to our Outlook Advantage program.

We received a bill for \$ 1,685.00 for web server and server support from Dell. This will cover until March 2014. A billing next year will cover until March 2015. At that time we will have to budget for a new server. We will be getting a bill for \$ 3,064.00 to cover software support. This includes SIP for the Ebooks.

Motion to accept the librarian's report as presented by Flowers, second by Sadler; unanimous.

COMMITTEE REPORTS:

ART: Mr. Kopler was sent a thank your for his gift to the library

BUDGET: The town treasurer will assume duties related to the budget in January

FUNDRAISING: No report. Karen to reach out to Apryl to take over duties

INVESTMENTS: Process of transfer to the town treasurer has begun

PROPERTY AND BUILDING: Already discussed at the beginning of the meeting with Attorney Rybak

GOVERNANCE: We will need at least one board member by March/April
Recommend the development of a building committee for the future

CORRESPONDENCE: Leslie will send a note to The Friends regardingn their open house

Motion to adjourn at 8:30 pm by Flowers, second by Cianciolo; unanimous.

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TOWN CLERK