

# HARWINTON PUBLIC LIBRARY

<http://www.harwintonpl.org>

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## Board of Trustees Regular Meeting – Monday, February 4, 2018

### Unapproved Minutes

The meeting was called to order at 7:01 by L. Flowers.

**Trustees Present:** Art Potwin, Leslie Flowers, Naomi Toftness, Rich Agoston, Debby Janssens, Mac Beatty, and Jamie O'Meara were present. Also present was Library Director, Alice Freiler.

**Public Input:** none

**Secretary's Report:** A motion to accept the Secretary's Report was made by R. Agoston, seconded by N. Toftness. Approved.

**Treasurer's Report:** New CDs making some money. Still struggling to get updated info from the town treasurer. Town officials say they are "caught up," so regular reports should be coming. Motion to accept the Treasurer's Report was made by A. Potwin, seconded by D. Janssens. Approved.

### **Librarian's Report:**

- Invitation to the Lion's Club Charter Night celebration on 2/20/2019 (Wednesday);
- Grants: first 1/3 on webpage was put down; NW Community Foundation grant can be applied for once the money is spent; Money came from the Annual Fund;
- Budget: no real changes; prepared based on 2%, reached out to Selectmen about possible changes, haven't heard anything; came in at 1.8%;
- A motion to accept the budget as proposed was made by A. Potwin, seconded by R. Agoston. Approved.
- Building: lost signal to projector (HDMI port in the back)- the company is coming out on 2/14 to see why;
- Critters: quote on exterminator- still waiting to hear about the status of the quote; asked for lidded trash cans; put down traps; Critters in the library are causing damage;
- Front Door: didn't lock at closing; Dave Bousquet chained and padlocked the door and set the alarm;
- Heat stripping along the roof was replaced;
- Website: website meetings are underway; another on Thursday; the page is being built; library providing content;
- National Read Aloud Day: 2/13/19; Alice and Amanda will be reading at HCS;

- Alice going to speak to preK classes as a "Community Helper"
- Seed Library back! 3/9/19 workshop and info session;
- Library Friends sponsoring BookPage again- Thank you!
- Annual Fund: money coming in- Thanks to our donors!
- Energy audits no longer free- less than \$200; Recycling Coordinator says the library is using more energy than we did in 2017; the Board would like more information (energy use data) because it is surprising that the energy usage is higher given all of the recent updates, i.e., lighting, roof, insulation, work on furnace, etc;
- Estimates on carpet, painting, moving: \$70,000 is the ballpark figure; lots of questions and decisions before moving forward;
- CBS Xerox: we own the copiers?!
- Hoopla: digital download service; difficult to estimate the cost- deposit for access and then billed on circulation; no way to know the cost ahead;
- RB Digital: used by CT State Library and we use them for our audiobooks on CD; buy titles; adult "core" collection- 6000 titles with 300-400 new titles per year for \$2500/year; streaming services available for a fee and cost billed per patron usage; Board will look at it more;
- Motion to accept the Librarian's Report was made by A. Potwin, seconded by D. Janssens. Approved.

#### **Committee Reports:**

- **Art:** all set for the year
- **Budget:** all set
- **Computers:** no new news
- **Fundraising:** no update
- **Property and Building:** tile info for next month
- **Governance:** no update
- **Correspondence:** up to date

#### **Other Business:** none

Motion to adjourn was made by D. Janssens, seconded by N. Toftness. Approved at 8:15 pm.

Respectfully submitted,  
Jamie O'Meara, Secretary

RECEIVED FOR RECORD AT HARWINTON CT  
ON 2-11-19 AT 9:15am  
ATTEST TOWN CLERK *James P. Boyer*