

## **HARWINTON PUBLIC LIBRARY**

### **Minutes of the Board of Directors Meeting**

**Monday, August 1, 2022, 7:00pm**

The meeting was called to order at 7:05pm by Art. Members attending were Art, Betsy, Carol, Debbie, and Leslie. Also in attendance was Library Director Alice Freiler and Town Treasurer, Janet Russo. Absent: Patty, Naomi, Jamie and Paul.

**Secretary's Report:** Alice requested a correction to the June report: time of adjournment should be 7:50pm, not 8:50pm. Motion to accept the Secretary's Report as corrected by Leslie; second by Carol. All in favor.

**Treasurer's Report:** Motion to accept the June Treasurer's Report by Leslie; second by Carol. All in favor.

#### **Director's Report:**

This year's budget is on track; the Library ended last year where expected.

#### **Requiring action by the Board:**

1) The auditor wants to consolidate the Library's various accounts. Alice and Town Treasurer, Janet Russo, met to discuss how best to accomplish this. Their recommendations and the Board's subsequent actions are as follows:

- Move the Board Fund into a STIF account for a better return and authorize Town Treasurer and Library Director as co-signers of the account. Motion: Leslie; Second: Carol. All in favor.
- Consolidate Donor CD and Annual CD and move both to the STIF account once they have matured. Motion: Debbie; Second: Leslie. All in favor.
- Eliminate the Grant and Savings accounts; handle all grant payments through and deposit all fees/funds/donations directly into the checking account. Motion: Carol; Second: Debbie. All in favor.
- Grant online access to all accounts to the Library Director and the Board Treasurer. Motion: Leslie; Second: Betsy. All in favor.

2) Updated language for the Library Policy manual reflecting new procedures for Overdue Materials and Late Fines was submitted to the Board for approval. Motion to accept as presented: Leslie; Second: Carol. All in favor. Leslie will take care of updating the master copy.

#### **Grants and Donations:**

- The Library has applied to the Thomaston Savings Bank for a \$3000 grant to sponsor the cost of Hoopla borrowing in 2022/23.
- The Construction Grant application is due by September 1<sup>st</sup>.

#### **Other News:**

- Molly Cowles has been hired as the Library's first full-time Youth Services Librarian.
- Patron visits in June were down 35% from June 2019 (last pre-pandemic June) but circulation was up 6%.

-The Board of Finance has requested Annual Reports by September 1<sup>st</sup>.

Friends:

The July Book Sale was an outstanding success. The presence of several dealers helped push proceeds to over \$600 for a 2-hour sale.

Motion to accept the Director's Report: Debbie; Second: Leslie. All in favor.

Committee Reports:

Art – Leslie's work is currently on display, 23 pieces.

Budget – Newspaper subscription prices are mixed for the coming year, but good negotiating by Alice means the Library will be able to renew all four of our current papers within our budget.

Computer – Nothing to report.

Property & Building – Problems with the AC in July have been fixed. A power outage occurred on July 18<sup>th</sup> and the Library closed at the request of the First Selectman: it is unsafe to remain open to the public without power. An older patron fell on the front walkway when her walker got caught in the uneven bricks across the front entrance. There was no serious injury but an injury report has been filed. The area is currently blocked off and will be repaired early next week.

Fundraising – This year's Annual Fund stands at \$13,400. The Board was asked to review the proposed Thank You letter. Motion to accept as presented: Leslie; Second: Debbie. All in favor.

Governance – The First Selectman confirmed that if the Library should have to close due to a staffing shortage, full-time staff will still get paid, just as we do for weather or building emergencies.

**Executive Session:** The Board went into Executive Session to discuss personnel matters at 7:55pm and came out at 8:00pm.

There being no further business, the meeting was adjourned at 8:00pm. Motion: Leslie; second by Carol. All in Favor.

Respectfully submitted,

Betsy Booth, Acting Secretary



*Laurel Boyer*