

## Harwinton Public Library

<http://www.harwintonpl.org>  
<http://www.harwintonpl.com>

### Board of Trustees Monthly Meeting – April 7, 2014

#### Unapproved Minutes

The meeting was called to order at 7:04 p.m. by Co-chair Lisa Sadler.

**Trustees Present:** Rich Agoston, Barbara Buss, Dave Christensen, Leslie Flowers, Karen Kelleher, Marilyn Mitchell, and Lisa Sadler

**Also in Attendance:** Library Director Stasia Motuzick and prospective Trustee, Patty Sederquist.

**Public Input:** None

**Secretary's Report:** A motion to accept the minutes from the March 3, 2014, regular meeting was made by Kelleher with a second by Christensen with two slight revisions substituting the words *Trustee(s)* for *Director(s)*; a unanimous vote followed.

**Treasurer's Report:** The Library Board Funds Report through March 31, 2014, was reviewed and accepted on motion by Christensen with a second by Flowers; a unanimous vote followed. It was noted that there has been progress in working out the issues with the report so that it is a more meaningful report for the Trustees and for the Library Director; spreadsheets are being developed to track category data not reflected in the report, but useful to the Director.

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

- A Board of Finance hearing is scheduled for April 10 at 8 p.m.; attendance by some members of the Board would be appreciated to answer any questions asked.
- A town meeting is scheduled for April 29; attendance by as many Trustees as possible was suggested. The library's budget will be presented and Patty Sederquist will be presented for election as a new Trustee.
- The PC used for tracking library invoices has an outdated operating system and outdated software.
- AARP volunteers have been in the library to assist the elderly with tax preparation; April 8 is the final day for this service.
- The Edge Initiative Survey was completed; information will be received pertaining to webinars.
- Stasia and Joann have signed up for the CLA Conference on April 28.
- The Library Friends will not be selling the National Geographic Magazines; two years will be retained going forward.

- Two wireless XP computers will be available for OPAC; one for adults and one for children. Consideration is being given to writing a grant requesting funds from the Thomaston Savings Bank Foundation for the purchase of two new computers for this purpose.
- Microsoft will no longer support XP as of the following week.
- The Library Friends are planning their annual *Plant, Book, and Bake Sale* event scheduled for the third Saturday in May. They have voted to continue the subscription to Tumble Books as circulation has been going well.
- The July library calendar will reflect the new library hours.
- The Connecticut Borrowing Report indicates that Harwinton loaned out 8000 items to the people from Torrington. The State reimburses each library for serving people from other towns; the reimbursement is not substantial.

### **Committee Reports:**

**Art:** Flowers reported that she purchased new glass shelves for the display cabinet. It was noted that there has been a number of people viewing the student artwork currently on display in the Community Room

**Budget:** Nothing new to report.

**Computer:** Discussed conversation with outside computer assistance person about no rate increase.

**Fundraising:** The annual fundraising letter was distributed and discussed; various suggestions were made for revisions. It was agreed that the information printed on the envelope did not require changes. It was suggested that following the mailing of the letter, it should be made available on the library's website.

### **Investments:**

The approval at the March meeting to have the Treasurer withdraw all funds currently held by Fidelity and temporarily deposit those funds into five separate short-term Certificate of Deposit accounts at Thomaston Savings Bank, was not accomplished as that action would require a great deal of documentation and follow-up by town staff. A motion was made by Flowers with a second by Kelleher to move all funds held at Fidelity to five separate regular savings or money market accounts at Thomaston Savings Bank to be held for access once further financial advice has been obtained to determine more appropriate investment vehicles. All voted in favor of the motion. Meetings with potential advisors will be scheduled for financial advice.

**Property and Building:** Sadler read her letter to the architect following up on his meeting with the Building Committee in February reiterating instructions for redesigned plans and revised cost estimates to incorporate suggestions in an effort to reduce the cost of the proposed renovation/addition project. Sadler reported that she had not received a response from him to date. Also discussed was a recently received invoice from the architect in the amount of \$2,767. Following discussion, motion was made by Kelleher, with a second by Agoston, to approve payment of \$1,383, or roughly half, at this time; all voted in favor of the motion. A listing of supporting documents that must be included with the application for the state grant was reviewed with discussion as to what assistance would or should be provided by the architect. It was also noted that the library has a Strategic Plan in place; a Technology Plan will be developed.

**Governance:** Patty Sederquist will be nominated as a new Trustee by Flowers at the town meeting. Terry Marchand and Rich Agoston will need to be renominated.

**Correspondence:** None.

**Other Business:** None

A Motion to adjourn was made at 8:16 p.m. by Buss, second by Christensen; a unanimous vote followed.

Respectfully Submitted by Marilyn Mitchell

RECEIVED FOR RECORD AT HARWINTON CT  
ON 7-9-14 AT 8:30 AM  
ATTEST NANCY E. ELDRIDGE TOWN CLERK