

HARWINTON PUBLIC LIBRARY

<http://www.harwintonpl.org>

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Board of Trustees Regular Meeting – Monday, December 4, 2017

Unapproved Minutes

The meeting was called to order at 7:03 pm by Leslie Flowers.

Trustees Present: Karen Kelleher, Leslie Flowers, Patti Sederquist, Barbara Buss, Art Potwin, 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: Motion to accept the minutes from the meeting as written made by B. Buss, seconded by K. Kelleher. Approved.

Treasurer's Report: Funds increased due to fundraising. \$350 given and matched by Torrington Savings Bank. Income down a bit, so are grants. Expenses are down without major purchase like the server from last year. CDs coming due soon. A motion to accept the Treasurer's Report was made by A. Potwin, seconded by D. Janssens. Approved.

Librarian's Report: Highlights include:

- Operating budget on track; haven't purchased books from the budget;
- Town meeting coming up- they are planning to discuss a new roof, insulation, and furnace;
- Proposed calendar of meetings discussed; library holidays discussed;
- Dues for NWCT Arts Council are due; K. Kelleher made a motion to pay the dues out of the Art Fund; seconded by D. Janssens. Approved.
- Annual appeal has been successful; money has gone toward books;
- Art show has sold 17 works;
- No projector quotes yet; thinking about new, larger screen, too;
- Door counter was discussed; no word on automatic door opener which was mentioned by the town after the Senior Center door was taken out by a car- Alice will ask again;
- Amanda and Alice went to HarBur and Lewis Mills to drop off library card applications and will return in January to talk about the resources the Harwinton Public Library can offer; Amanda went to workshop on dynamic storytelling;
- Alice is working with TLC to get some staff training on their web-based services;
- Library has been live on RequestIT; making things easier; still room to improve;

- Library's copier usage is over; the company charged on estimated usage, not actual usage and the cost was \$40 higher than actual usage; copier contract is not saving the library any money; overage was paid out of the supply line item
- New lights are working well, but they are very bright; can't just install a dimmer because it will void the warranty; board will look into dimming abilities of new art lighting when the time comes;
- Craft Sale was a success; Friends' not accepting book donations during December;

A motion to accept the Librarian's Report was made by B. Buss, seconded by K. Kelleher. Approved.

Committee Reports:

- **Art:** the 12x12 fundraiser has been a success;
- **Budget:** will need to have a conversation with the Board of Finance about the Children's Librarian transition;
- **Computers:** discussed;
- **Fundraising:** box of thank you notes to be processed;
- **Property and Building:** alcove redesign discussed; dehumidifier problem discussed;
- **Governance:** terms expiring; potential replacements discussed;
- **Correspondence:** Leslie wrote to donors for the 12x12 art show;
- **Policy:** Mac will work on Table of Contents;

Other Business: strategic plan discussed- will review how to get updated community information; will look into strategic planning grants; renovation committee will meet Wednesday, January 3rd at 4:30;

Motion to adjourn was made by K. Kelleher, seconded by B. Buss. Approved at 8:15 pm.

Respectfully submitted,
Jamie O'Meara, Secretary

RECEIVED FOR RECORD AT HARWINTON CT
ON 12-5-17 AT 10:00 AM
ATTEST NANCY E. ELDRIDGE TOWN CLERK