

# HARWINTON PUBLIC LIBRARY

<http://www.harwintonpl.org>

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

### Unapproved Minutes

The meeting was called to order at 7:10 by R. Agoston.

**Trustees Present:** Leslie Flowers, Patti Sederquist, Elizabeth Booth, 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:** none; A motion to accept the minutes as written made by D. Janssens; seconded by N. Toftness. Approved.

**Treasurer's Report:** none

**Librarian's Report:** Highlights include:

- Changes in fiscal office; Will be close on supplies;
- Unsupervised children: add formal language to our policy. P. Sederquist made a motion to change the language in the policy, seconded by E. Booth. Approved.
- Two long range planning meetings; 2/3 through best practices worksheet. Next meeting Monday, June 11 at 6 pm.
- Grants: \$400 Civic Family Services for youth council, first program scheduled- alcohol ink program for young adults; Thomaston Saving Bank grant application due at the end of June for the media upgrade;
- Carpets shampooed;
- Ants in the community room; sprayed twice;
- Formal vote to upgrade AV equipment: A motion to use \$1500 from the building fund on upgrades to the AV system in the community room was made by R Agoston, seconded by P Sederquist. Approved.
- Summer reading coming! Amanda will be visiting HCS classes to promote the program;
- New company to take discarded books- Discover Books; two pickups so far; working out well; timely pick up;
- Continue to weed out books and move materials around to make a better use of space;
- Seed library: large quantity of sunflower seeds donated; create special category for the Harwinton Fair;
- Plant, Book, Bake sale- nasty weather; plants sold well;

- A motion was made by D. Janssens to accept the librarian's report. Seconded by N. Toftness. Approved.

#### **Committee Reports:**

- **Art:** Two pieces sold from current show; next artist will be displaying in July and August; maybe set up regular art show receptions for artists;
- **Budget:** Can we move some of the supply money over to audio books because it is an area of shortage- demand is outpacing supply.
- **Computers:** Dell discount program: Do we want to replace PCs with more PCs or move to something more mobile like laptops and/or tablets? By state guidelines, we should have 5-6 computers available; Upgrade PCs and add laptops; stagger replacement; Tablets are popular- something else to consider;
- **Fundraising:** none
- **Property and Building:** Prices on fixtures to upgrade lighting in the community room; work with electrician to plan upgrades; get a quote on replacement;
- **Governance:** none
- **Policy:** update policy on unsupervised children; To discuss: insurance policy; code of ethics; customer service and social media policy
- **Strategic Plan:** Board development: to help board grow and learn- speaker, product demo, opportunities to connect with other boards;
- **Correspondence:** Thanks to Garden Club and Friends for Plant, Book, and Bake Sale and the grounds;

#### **Other Business:**

Motion to adjourn was made by D. Janssens, seconded by L. Flowers. Approved at 8:10 pm.

Respectfully submitted,  
Jamie O'Meara, Secretary

RECEIVED FOR RECORD AT HARWINTON CT  
ON 06/05/18 AT 8:55AM  
ATTEST NANCY E. ELDRIDGE TOWN CLERK