

## HARWINTON PUBLIC LIBRARY

<http://www.harwintonpl.org>

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### Board of Trustees Regular Meeting – Monday, October 1, 2018

#### Unapproved Minutes

The meeting was called to order at 7:02 pm by Arthur Potwin.

**Trustees Present:** Art Potwin, Leslie Flowers, Patti Sederquist, Elizabeth Booth, Naomi Toftness, Rich Agoston, Debby Janssens, and Mac Beatty were present. Also present was Library Director, Alice Freiler.

**Public Input:** none

**Secretary's Report:** Motion to accept minutes as presented by L. Flowers, seconded by M. Beatty. Approved.

**Treasurer's Report:** We are still trying to resolve the reporting with Marie at Town Hall – there have been significant delays. We have not received full reports for 3 months. This is unacceptable and will be pursued further. Motion to accept minutes as presented was made by N. Toftness, seconded by P. Sederquist. Approved.

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

- Lions Club Grant spent on toys and furnishings for children's area;
- We should hear by the end of the week about our submitted grant from Community Foundation of Northwest CT;
- Computer Obsession and TLC worked together to resolve issues with library's web site;
- We now have a 3 year contract with WB Mason for library printers and copies and maintenance. We have informed First Selectman as to our plans to terminate CBS Xerox contract and remove leased equipment at the end of the current contract;
- Computer Obsession and PC Wiz are establishing two networks – one for staff and one for patrons;
- Sidewalk and area at right of side door has been paved. This should help with water coming into vestibule and also provides a suitable place for small shed being requested by Board for storage. We had plans to attend BOS on 10/2 but

meeting was cancelled. Alice will meet with Mike Criss so that we can be on BOF agenda 10/11 to get final approval and get the work scheduled;

- We have a new door counter and new lighting in the community room. Significant improvement!
- It has been recommended that we install a dehumidifier that can vent through the current AC system. John Fredsall will provide model specifics;
- David Chmielewski is our new Library Page – beginning on 9/29;
- Lee Morris has needed a reduced schedule and Amanda will be taking her first scheduled vacation in November. Library is managing with reduced staff;
- Issues have arisen regarding pay increases – 2% increases were scheduled for non-union staff to begin in July. Amanda completed her first year and has not received the increase that she should have received on Sept. 5. Alice has followed up and hopefully we will see the issue resolved with retroactive pay in this week's payroll;
- Alice is working on the CT State Library's Annual Statistical Reports, due Oct. 30;
- Library Board to meet on 10/15 at 5:30, to review website proposals;
- Library Friends: Friends will be sponsoring two performances of How the Grinch Stole Christmas for the Hometown Holiday Open House at the Library. They have also agreed to sponsor cellular service for the library's 5 Wi-Fi Hotspots for another year;

Motion to approve Librarian's report N. Toftness, seconded by P. Sederquist. Approved.

#### **Committee Reports:**

- **Art:** We are well into plans for 2<sup>nd</sup> annual Art/Fundraiser. Leslie will request donations from Big Y, Price Chopper and Stop and Shop and will also request beverage donations. Board will contribute appetizers. Motion to approve \$250 for musician for the opening on 11/2 was made by L. Flowers, seconded by A. Potwin. Approved.
- **Budget:** information unavailable – no report
- **Computers:** none
- **Fundraising:** Appeal letters completed and ready for printing
- **Property and Building:** Board checked out numerous rug samples and will gather a few other options. Tile is the material of choice for vestibule.
- **Governance:** none

- **Correspondence:** none

**Other Business:** none

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

Respectfully submitted,  
Jamie O'Meara, Secretary

RECEIVED FOR RECORD AT HARWINTON CT  
10/5/18 AT 9:18 am  
TEST TOWN CLERK *Jamie O'Meara*