

## HARWINTON PUBLIC LIBRARY

<http://www.harwintonpl.org>

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### Board of Trustees Regular Meeting – Monday, December 3, 2018

#### Unapproved Minutes

The meeting was called to order at 7:01 by A. Potwin.

**Trustees Present:** Art Potwin, 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:** Correction: Elizabeth Booth, not Barbara Buss, attended the November 2018 meeting. A motion to accept the amended Secretary's Report was made by B. Booth, seconded by N. Toftness. Approved.

**Treasurer's Report:** The current numbers were not ready for tonight's meeting. The Library Board is very concerned about the lack of current numbers for our monthly budget updates at meetings. A motion to take \$60,000 from the Annual Fund and \$20,000 from the Board Fund and put them into two 15 month CDs at Thomaston Savings Bank was made by M. Beatty, seconded by L. Flowers. Approved.

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

- Building: hot water tank looks like it will need to be replaced soon. It is original to the building; the Board also discussed physical improvements including flooring, windows, doors, and the possibility of having another energy audit after the new roof and insulation;
- Budget report: there are still mistakes coming from Town Hall; no income report to date; the Board is very concerned about this situation;
- Annual appeal: donations are coming in;
- Shirt & hat orders are coming in;
- 19 pieces of art were sold during the small works show;
- the town is requesting budget numbers for the 19-20 budget by 1/31/19; this is an opportunity for the library to oversee our computer replacements and upgrades;
- the printers are installed and working; the networks and routers are set up;
- the shed for books has arrived and looks great!
- The new projector is working; a short lesson will be offered to people who plan to use in when they use the community room;

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ON 12-10-18 AT 9:00 a.m.  
Attest TOWN CLERK *Jan Bryan*

- very good turnout for programs in November;
- the Register Citizen wrote a very nice article about the teen program;
- Weigold estimate will prompt the library to look further into updates;
- Holiday Sale: excellent!
- Budget Committee will meet on January 7<sup>th</sup> at 6 pm

**Committee Reports:**

- **Art:** will plan to do another small works show next year
- **Budget:** meeting 1/7/19 at 6 pm
- **Computers:** none
- **Fundraising:** covered
- **Property and Building:** covered
- **Governance:** Thank you to the library staff for all of the wonderful ways they support the library.
- **Correspondence:** none

**Other Business:** none

Motion to adjourn was made by L. Flowers, seconded by P. Sederquist. Approved at 8:02 pm.

Respectfully submitted,  
Jamie O'Meara, Secretary