

HARWINTON PUBLIC LIBRARY

Minutes of the Board of Directors Special Meeting

Monday, November 6, 2023, 7:00pm

The meeting was called to order at 7:06pm by Art. Members attending were Art, Debbie, Everett, Jamie, Leslie, Naomi and Patti. Also in attendance was Library Director Alice Freiler.

Secretary's Report: Motion to accept the October 2023 Secretary's Report by Everett; seconded by Jamie. All in favor.

Treasurer's Report: Motion to accept the Treasurer's Report by Leslie; seconded by Jamie. All in favor.

Director's Report:

Board of Trustees: The Library's LaBreque and Weingart Fund CDs have been closed out and 2 new STIF accounts opened per the Board's requests. The money from the funds will be transferred to the STIF accounts this week.

Grants and Donations:

Our Thomaston Savings Bank Grant has been fully spent on Hoopla. These funds purchased about 3 months of Hoopla.

Other News:

Addyson Messier has been hired as our Library Intern for this year. She is a junior at Mills and is starting on Saturday, November 18th.

Library Friends: The Friends purchased a laptop bar with charging stations and 3 stools for seating in our YA area. The estimate from Bell Electric for installation of a new electrical outlet in the YA area was \$390.00.

Motion to accept the Director's Report by Everett; seconded by Debbie. All in favor.

Committee Reports:

Art — This year's Small Works Exhibition was a great event. We made 17 sales thus far.

Budget— The town has requested 2024/2025 budget proposals by January 1st. A meeting of board members is scheduled for Monday, November 27, 2023 at 5:30 pm to work on the proposed budget.

Computers— We need to purchase new computers as our oldest computers are approaching 10 years old. Alice is working with PC Wizard and Computer Obsession to ensure that our computer requests are formatted exactly as the town has stated so that the purchase can occur in the 2024/2025 budget cycle.

Fundraising —

Governance — Our December meeting will be Carol's last meeting with us as her house sold more quickly than anticipated. We will need to seek someone to fill her position.

Property & Building —

The estimate of \$16,716.93 (plus \$750 in electrical) for the installation of automatic doors at the entrance to the Activity Room came in considerably higher than the \$5,000-6,000 quoted by the First Selectman when we last met regarding library renovations. Tom Mitchell and Justin Downes are checking into the costs and perhaps seeking additional quotes.

Security cameras were installed outside the Library on October 23rd. During this process, there was evidence of wires being chewed by critters in the back office. The Library staff has been hearing mice in the walls/ceiling and are again finding droppings. This is viewed as a health hazard and as a source of potential damage.

Motion to send a letter to Public Works requesting them to address the Library's mouse problem by Everett; seconded by Leslie. All in favor.

Work is being done at the Town Hall to replace the wood trim and facing. Alice has been told that the Library will be next.

The Board reviewed and approved a letter to the Board of Selectmen providing an update on the feasibility of mobile shelving and our plan to begin work in the Activity Room.

Motion to forward the approved letter to the Board of Selectmen by Everett; seconded by Jamie. All in favor.

Motion to adjourn at 7:32pm by Debbie; seconded by Everett. All in Favor.

Respectfully submitted,

Patricia Sederquist, Secretary