

## HARWINTON PUBLIC LIBRARY

<http://www.harwintonpl.org>

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### Board of Trustees Special Meeting – Monday, August 13, 2018

#### Unapproved Minutes

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

**Trustees Present:** Art Potwin, Leslie Flowers, 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:** Motion to accept the secretary's Report as written was made by N. Toftness, seconded by D. Janssens. Approved.

**Treasurer's Report:** Getting current budget numbers has been difficult due to transitions at the Town Hall. The annual fund and endowment numbers are missing from the current report. A motion to accept the Treasurer's Report was made by L. Fowers, seconded by D. Janssens. Approved.

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

- the best practices self assessment has been informative and the library will use the information for improvements, but may not move forward with the grant application;
- Board training offered by ACLB: Board Basics powerpoint presentation free of charge, 1/25 hour with Q&A- Alice will call and set a date;
- Wendy Costa- September/October exhibit- Reception on 9/7/18 from 5:00-7:00;
- Alice applied for a Thomaston Savings Bank grant for a new projector system;
- Youth Advisory has been active: the group formed through a Civic Family Services grant has been meeting regularly and sponsoring activities including the alcohol ink project, Harry Potter trivia night, and are currently planning a "Pursue the Clues" night at the library;
- Alice is looking into grants for a new service- providing backpacks for hikes on town trails;
- Alice is looking into a grant for website redesign;
- Computers need attention: current computers very old;
- Current contract for the copiers is expiring soon; library board feels it is very important to look into a new contract with a different company because the current contract is costing the library a lot of money;

- WB Mason has offered a much more cost effective proposal;
- Temperature issues in the building: A/C died in July and was down for a couple of days;
- Critters including a flying squirrel, mice, and millipedes: droppings in the library, dirty, damp carpets, it may be time to call an exterminator and get trash bins with lids;
- No update from the town regarding the automatic doors for the library, but there is mention of the doors and grading the sidewalk in the Board of Finance minutes;
- A motion to accept A/V Davey bid for \$6951 for a new projector system was made by L. Flowers, seconded by M. Beatty. Approved.
- Leslie will check with an electrician and carpenter for the rest of the cost, including art lighting;
- A motion to accept a bid for Belle Electric for art lighting for \$1045 to remove tracks, realign tracks, provide used heads, replace dimmers (not including bulbs and permit) was made by L. Flowers, seconded by D. Janssens. Approved with clarification that the bulbs and permit are taken care of by the town;
- Alice will replace the newspaper storage rack;
- A shed will be placed outside the activity room to store discarded books awaiting pickup. Then the tables can be stored in the coat closet;
- Emily Hunt will be leaving her position as Library Page;
- High circulation and high attendance at summer programs;
- A motion to accept the Librarian's Report was made by L. Flowers, seconded by M. Beatty. Approved.

#### **Committee Reports:**

- **Art:** Wendy Costa exhibiting in September/October; juried show in November/December;
- **Budget:** none
- **Computers:** none
- **Fundraising:** \$18 made from art show; annual appeal is coming;
- **Property and Building:** none
- **Governance:** none
- **Policy:** none
- **Strategic Plan:** none
- **Correspondence:** none

**Other Business:** none

Motion to adjourn was made by D. Janssens, seconded by N. Toftness. Approved at 8:14 pm.

Respectfully submitted,  
Jamie O'Meara, Secretary

**Other Business:** none

Motion to adjourn was made by D. Janssens, seconded by N. Toftness. Approved at 8:14 pm.

Respectfully submitted,  
Jamie O'Meara, Secretary

RECEIVED FOR RECORD AT HARWINTON CT  
ON 8/21/18 AT 11:14am  
ATTEST NANCY E. ELDRIDGE TOWN CLERK