

HALL MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

January 9, 2018

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TOWN CLERK

- I. Chair John Halloran called the regular meeting of the Hall Memorial Library Board to order at 7:05 P.M. Board members Janet Wieliczka, Mary Blanchette, Gabbi Mendelsohn, Judy Stomberg and Library Director, Susan Phillips, were present. Mary Blanchette was Recording Secretary. Also present were staff members Cheryl Chamberlin, Francie Berger and Childrens' Librarian Pat Grundman. Dan Sclare, FOL liaison also attended.
- II. Citizen's Forum Nothing.
- III. Approval of Minutes of the November 14, 2017 meeting (Wieliczka/Mendelsohn) and the minutes of the December 12, 2017 (Wieliczka/Stomberg). The minutes were reviewed by the members present and unanimously approved.
- IV. Treasurer's Report for the month of May was reviewed.
- V. Current Year's Budget was reviewed.
- VI. Library Director's Report – Susan Phillips distributed copies of the Director's Report dated 1/9/18. Highlights of the report were: passport applications were up, outside lighting being repaired after being damaged in the October 2017 wind storm, the blind project is complete, the teak bench (in front of the library) is being refinished by Public Works, interior light bulbs being swapped out for LED's, Story Hours resume in February, Take Your Child Day to the Library is February 3, Mini Golf will be February 3, the new credit card machine has arrived and working well, five new Sprout Early Learning Backpacks have been added to our collection and the first session of Excite/Transform Libraries Grant begins this week. Staff members Cheryl Chamberlin, Francie Berger, Sue Phillips and FOL Board Liaison Dan Sclare will be attending each 3 day session. The Town of East Windsor is celebrating its 250th Anniversary this year with a wide variety of activities. Five libraries in Ellington, South Windsor and East Windsor have joined together to create a scavenger hunt event for the month of February. Passport booklets will be available with clues. Prizes will be gift certificates to The Book Club Boo Store in South Windsor. A malfunction in an air handler in the basement caused a few cold days but has been corrected. Winterfest went well.
- VII Friends of the Library report – The Cookie Sale went well.
- VIII Old Business –
 - Capital Improvements – Our proposal for replacement of the roof of the new building was presented on January 8.
 - By-Laws – An annual review will be done.
 - Policies – The Collection Development and Meeting Room policies will be reviewed at a later time.

Building Maintenance – An estimate from CD Builders has been received for several small repair projects: the water stain on the ceiling of the McKnight room; the woodwork around the water fountains; the sills and counter edges in the Work Room (\$1825). Another estimate for repairs to the Director's restroom was also received (\$4450). This wasn't done as part of the public restroom renovation project.

Security Cameras – They are installed and functioning. Images are recorded and stored for two weeks. They are viewed on Sue Phillip's computer. The Town is looking at installing panic Buttons.

IX New Business –

Budget/ Personnel- Discussion on expanding the Reference Librarian/Programming Coordinator position to full time. Motion to table and continue the discussion till next month (Wieliczka/Stomberg).

FY2018-2019 Budget- No major increases anticipated; normal salary increases.

Stripe – Bibliomation is instituting a program to allow patrons to pay their fines online through the Evergreen system. Motion to add to New Business (Stomberg/Wieliczka). Motion made to authorize Sue Phillips to institute online payments using Stripe system. (Mendelsohn/Wieliczka).

Building repairs – A motion to add discussion of the building repairs as above. (Stomberg/Mendelsohn). Motion to authorize \$4450 for the restroom repair (Stomberg/Wieliczka).

X Trustee Concerns – none.

XI Correspondence – none.

XII Adjournment 8:45 P.M. (Wieliczka/Stomberg)

Respectively submitted,



Mary Blanchette, Secretary