

**HALL MEMORIAL LIBRARY  
BOARD OF TRUSTEES' MEETING  
JANUARY 10, 2017**

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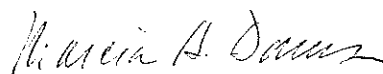
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- I. Chair John Halloran called the regular meeting of the Hall Memorial Library Board to order at 7:35 PM. Members present were Mary Blanchette, Mary Clements, Daniel Sclare, Janet Wieliczka, Patricia Grundman, Children's Librarian and Assistant Library Director, and Library Director Susan Phillips. Judy Stomberg was absent without notice. Marcia Downs was present as Recording Secretary.
- II. Citizens' Forum – Staff member Francie Berger joined the meeting at 8:00 PM.
- III. Approval of Minutes of the November 15, 2016 and December 13, 2016 Meeting – The minutes were reviewed by the members present and were unanimously accepted (November: Clements/Blanchette, and December: Sclare/Wieliczka).
- IV. Treasurer's Report – The Treasurer's Reports for November and December 2016 were distributed by Marcia Downs, and items were reviewed.
- V. Current Year Budget – Sue Phillips distributed a copy of the Year- To-Date Budget Report for the Year Ending January 31, 2017. Everything is "hunky-dory", with the expended totals being where they need to be for the period.
- VI. Library Director's Report – Sue Phillips distributed copies of the Director's Report dated January 10, 2017. Highlights include: Passport Applications have begun with 4 done in the past few weeks; Francie Berger has been designated as a Connecticut Notary Public and the library has instituted appointments due to the demand, and is considering charging fees for this service; the State Library-run inter-library materials delivery system, now called Deliverit, has been overwhelmed with the volume of materials it is asked to deliver. Libraries have been asked to tweak and/or reduce the use of the system to assist with this problem in the short term. Fees to libraries to support the service will certainly be instituted for the long term. Sue is serving on the Task Force working on solutions; Mini-Golf at the Library will be held again this year on Saturday, February 4, looking forward to a fun time by all; the Library has been awarded a grant of \$42,320 from the State Library Fiber to the Library program to cover the Library's portion of the cost of the upgrade of the Connecticut Education Network.
- VII. Friends of the Library Report – Sue Phillips reported that the Holiday Cookie Sale went very well, earning \$1350.00 for the Friends. Also, the Book Bundles that were sold as Holiday gift items were extremely popular again this year, selling 174 bundles @ \$5.00 each to net \$870.00.
- VIII. Old Business – Capital Improvements – The bathroom renovations will begin after the Mini-Golf program on February 4. At the Capital Improvement Subcommittee the request to combine the carpet replacement and painting was rejected. At this time only the carpeting will be in the 2017/2018 Fiscal Year. – By-Laws – This will be reviewed at a future meeting – Policies – This will be discussed at a future meeting – Building Maintenance – The issue of the water in the basement has been fixed, caused by leaves blocking the gutters. Public Works cleaned the gutters and is now aware of the issue for the future. Security Cameras – It was reported in the Director's Report that we have received

an estimate of \$4841.90 for security cameras from DS Pro Sound & Security. There will be cameras and a monitoring device. A motion was made (Blanchette/Wieliczka) and unanimously passed to approve up to \$6000.00 to purchase security cameras for the Library.

- IX. New Business – 2017-2018 Budget – Work has begun on the FY17-18, but materials from the Board of Finance and Finance Office have yet to be received. Notary Public Fees – A motion was made (Blanchette/Wieliczka) and unanimously passed to add to the agenda discussion of fees for Notary Services. A motion was made (Blanchette/Clements) and unanimously passed to add fees for Notary Public services provided at the Library.
- X. Trustees' Concerns – None
- XI. Correspondence – None.
- XII. Adjournment – The meeting was adjourned at 9:10 PM (Wieliczka/Blanchette)

Respectfully submitted,



Marcia H. Downs