

Hall Memorial Library
Board of Trustees Meeting
93 Main Street
Ellington, Connecticut

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ELLINGTON
TOWN CLERK

14 January 2020

7:00 PM

I Call to order

The meeting was called to order at 7:03 pm by Chair Mary Blanchette. In attendance: Janet Wieliczka, Judy Stomberg, Gabbi Mendelsohn, John Halloran, Mary Cone, Mary Blanchette, Director Susan Phillips, Children's Librarian/Assistant Director Pat Grundman. Friends of the Library President Peg Busse.

II. Citizens Forum. No one spoke.

III. Approval of Minutes December 10, 2019

The motion made/seconded by J. Halloran/Janet Wieliczka to approve the minutes of the meeting on December 10, 2019. Motion unanimously approved.

IV. Treasurer's report reviewed.

V. Current year's budget was reviewed. It was noted that the Program Budget was expended over the budgeted amount, as is anticipated at this time of year.

VI .Library Director's Report

Usage of circulation, passes, reference, computer use, meeting room use, passports and notary facilities are up. Library pass to the Zoo at Forest Park has been added. There are five new Early Literacy Backpacks and two STEAM to Go kits. There is a change of staff due to retirement and/or people leaving. Work hours have been reorganized and positions will be advertised tomorrow. Public Works will be painting the Reference Room during February/March. Earthlight was in to gather information for another lighting evaluation/upgrade. There are burned out bulbs and missing fixtures making areas of the Library dark. Public Works has been notified of this.

Story Hours begin in February. There will be a special story hour with the Tooth Fairy in February. Saturday Story hours will also begin. Take Your Child to the Library Day will be Saturday February 1 along with Mini Golf. Two major sponsors of Mini Golf are Kloter Farms and Merrill Industries; there are also 23 other hole sponsors.

The Tri-Town Parkinson's Support Group has outgrown the use of the McKnight Room and is moving to the Ivy in January. Tax season is approaching and shipments will arrive soon. State tax forms are already here. 108 beautifully wrapped bundles of books sold during the holidays.

VII. Friends of the Library

The Christmas Cookie sale made \$1832; best cookie sale yet. The Bag of Book sale made \$459. The Friends are sponsoring Mini Golf, and provided the Early Literacy Backpacks and the STEAM To Go Backpacks along with the pass to The Zoo at Forest Park.

VIII. Old Business

Recording Sec/Bookkeeper, Library Assistant 1 A motion to approve job descriptions for these positions was made and seconded by Wieliczka/Stomberg. Motion unanimously accepted. The jobs will be posted on the Town Web Site tomorrow.

2020-2021 Budget Guideline letter from the Board of Finance was received late this afternoon. It was decided to increase the Programming Budget. The addition of a part time YAL (Young Adult) librarian was discussed.

IX. New Business

The ByLaws will be discussed in the March meeting.

X. Trustees Concerns. None

11. Correspondence. None

12. Adjournment. Motion to adjourn at 8:40 pm was made/ seconded by Stomberg/Wieliczak; motion unanimously approved.

Submitted by

Mary Blanchette
Mary E. Blanchette
Chair