

HALL MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
FEBRUARY 13, 2018

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Chair John Halloran called the regular meeting of the Hall Memorial Library Board to order at 7:05 pm. Board members present were Janet Wieliczka, Judy Stomberg, Mary Clements, Mary Blanchette; Director Susan Phillips; staff members Pat Grundman and Cheryl Chamberlin, First Selectman Lori Spielman, Marie Sauve, Melinda Ferry, Felicia LaPlante and Dan Sclare, FOL liaison. Gabbi Mendelsohn was excused.

- I. Citizen's Forum: No one spoke.
- II. Library Maintenance – First Selectman. The First Selectman presented a proposal to add the maintenance of the library building and grounds to the care of the Public Works Department. This would provide coverage for maintenance issues when Director Phillips is out. Public Works will be available for setting up tables and any repairs as needed. Library expenses in the Contractual Expenses line that are not building related would need to be separated out from the maintenance budget. The First Selectman would like to see monitors for the security cameras installed in several locations such as upstairs, back room and the main counter, as opposed to viewing on computers.
- III. Approval of the Minutes of the January 9, 2018 meeting. (Wieliczka/Stomberg)
- IV. Treasurer's Report. A deposit was made to the checking account from the Fowler Trust. The credit card system has been changed so that monthly charges dropped from \$80 to \$22.
- V. Current Year's budget was reviewed. All is on track for the next fiscal year. Contract services such as Bibliomation and repairs and maintenance of the Library's equipment need to be separated from the maintenance part that will be under Public Works.
- VI. Library Director's Report – Director Phillips distributed copies of the report. Meeting room use, computer use and passport applications are up. A scrapbook from Ellington's Bicentennial Ball has been donated. Custodian Abate's hours have been adjusted to better serve our needs. The staff door lock and door closer have been replaced, CD Builders have begun the refinishing of wood and will begin renovation of the small restroom off the Director's office and repairing of the meeting room ceiling. Electrical repairs are continuing and members of GS Troop 10725 have created 7 banners for the children's section of the library. Mini Golf was a big success, Story Hours have begun, the January Coffeehouse featuring The Rolling Beat was a huge success attracting high school students, parents, friends and citizens. Adult programming is moving along. The Friends of the Library will be sponsoring three teas called "Coffee, Tea and History" on a Sunday afternoon. The first one is Abigail Adams in March. Susan Maheux, bookkeeper at the Senior Center has been helping set up Quicken to help us keep a better track of our expenses. Tax

materials are arriving slowly. Book Page Magazine has been donated by FOL. The magazine comes out once a month and reviews books. Director Phillips has been asked to serve on the ACLB Board, wearing a dual hat of Librarian from Ellington and Board Member from Stafford Library.

Move to Executive Session at 8:10 pm to discuss Personnel Performance re Budget/Administrative Operations. (Stomberg/Clements). In attendance was Chairman John Halloran, Mary Clements, Judy Stromberg, Janet Wieliczka, Mary Blanchette, Director Phillips and Pat Grundman.

VII. Action Items: The budget for 2018-2019 was accepted by the Board of Trustees in the amount of \$786,215. (Wieliczka/Stomberg) The Board stuck to a 0% increase, setting raises at 2.75%. Budget/Personnel changes will be discussed next month. Chairman Halloran will address the request for a joint meeting with the Board of Selectman.

VIII. Trustees Concerns – none.

IX. Friends of the Library - \$8009 was made at the Mini Golf event, \$2742 was donated for museum passes and FOL will be running the "Coffee, Tea and History" programs three times. They are also covering the cost of the magazine Book Page. A label stating this is from the FOL will be on the cover of each magazine. There will be 50 copies per month.

X. Correspondence – none.

XI. Adjournment at 9:25 pm. (Clements/Stomberg)

Respectfully submitted,



Mary Blanchette, Secretary