

Hall Memorial Library  
Board of Trustees Meeting  
March 19, 2018  
(Rescheduled from 3/13/18)

7:00 PM

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Chair John Halloran called the rescheduled meeting of the Hall Memorial Library trustees to order at 7:00 PM. Board members present were Janet Wieliczka, Mary Clements, Judy Stomberg, Gabbi Mendelsohn and Mary Blanchette, Director Susan Phillips and Pat Grundman. Guests in attendance were Peg Busse, First Selectman Spielman, Marie Sauve, Tim Webb and Tom Palshaw.

- I. Citizens' Forum: Peg Busse, President of the FOL, read a statement
- II. Approval of the Minutes of February 13, 2018 meeting: (Wieliczka/Stomberg)
- III. Treasurer's Report: Quicken now in use.
- IV. Current Year Budget: On task.
- V. Library Director's Report: Mary Jo El-Hachem has been hired as a parttime Reference Librarian. She will work Saturdays, 9:45-5:15, on an alternating schedule, at \$27.00/hr. Her first day will be March 17. The Director's restroom renovation is complete, the meeting room ceiling has been repaired and the staining of woodwork will wrap up next week. The outside door to the emergency exit on the ramp area of the old building has been damaged by leaking water over the years and needs to be repaired. On the recommendation of Tim Webb, Public Works Director, CD Builders has been contacted for a plan and estimate. The Passport to Connecticut Libraries program will be in April. April will be "Food for Fines" month in that one donated food item (for the Town Food Bank) equals \$1. This is done to celebrate National Library Week, but will be for the entire month of April. The EXCITE/Transform Libraries Program continues with a second set of sessions teaching new skills and language. Our target group the project program is age 23 to 30 and what needs to be done to serve them better at the library. The focus group responded that they are looking for informal conversational sessions on life skills topics such as income tax, financial planning, home repairs, hands on activities, not in a classroom situation. "Adulting 101" will be the name of the program. The March Coffee House with The Jolly Beggars was well attended, story hours continue through March, Book Club Discussions are ongoing and there will be Tooth Fairy Story Hours on March 21. There were 30 participants in the East Windsor 250<sup>th</sup> Anniversary Library Scavenger Hunt. Historical Items in the Library were used as clues. Distribution of income tax materials is ongoing and 29 passport applications were handled in February. Town resident Tom Palshaw has mended the clock in the Children's program room and retrofitted the DVD spinners. The Library has the opportunity to apply for an LSTA (Library Services Technology Grant) Planning grant in the amount of \$5000. Trustees have been provided with two documents to read to meet prerequisites for applying.

- VI. Friends of The Library: Peg Busse, President, reported that 72 people attended the "Coffee, Tea and History" program with Abigail Adams. Two more sessions are planned. The FOL has money to use for programs for the Library. They approved funding for purchase of 6 sewing machines for classes in the Library. Dan Sclare is no longer the liaison to the Board of Trustees. Procedures for payments to vendors need to be explored to take into consideration the instances when a 1099 form might be needed. Mini Golf cleared \$8000 after expenses.
- VII. Old Business: On the recommendation of Tim Webb, Public Works Director the request for the replacement of the Library roof has been rescheduled to the 2019-2020 Capitol Improvement Budget, giving time for a formal bid process to occur. Mr. Webb will oversee the process. He recommended that the Library continue with the installation of bird netting to protect the equipment on the roof.
- VIII. New Business: A response to the Board of Selectmen's recent list of concerns is being drafted. The Library received two Big Y credit cards to use. The discussion of credit card use for online purchases needs to be brought to the Finance Officer per First Selectman Spielman.
- IX. Trustees Concerns: Gabbi Mendelsohn requested clarification of the procedure for the Warming/Cooling Center at the Library. Director Phillips said that CERT steps in if the Library needs to be kept open as a Warming/Cooling Center after hours. The McKnight Room, kitchen and restrooms are used as the Warming Area.
- X. Correspondence: None
- XI. Adjournment at 8:15 PM (Wieliczka/Clements)

Respectfully submitted



Mary Blanchette, Secretary