

Hall Memorial Library  
Board of Trustees Meeting

May 15, 2018

7:00 PM

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Present were Chair John Halloran, Judy Stomberg, Mary Clements, Janet Wieliczka, Gabi Oelke, Mary Blanchette, Director Susan Phillips and Assistant Director Pat Grundman. Guests were Peg Busse, Mary Lou Dyjack and Tom Palshaw.

1. Call to Order at 7:05 PM.
2. Citizens Forum: Peg Busse introduced Mary Lou Dyjack as the new liaison from the Friends of the Library.
3. Approval of Minutes: Unanimous (Wieliczka/Stomberg)
4. Treasurer's Report: Internal financial activity reviewed.
5. Current Year's Budget: Spending is on track. The Programs Budget is over as planned, with the deficit to be covered by funds from the Friends of the Library. The Building Maintenance and Repairs will likely go over due to the repair of the emergency door. Nick has been informed.
6. Director's Report: Circulation, patron visits, computer use and meeting room use are all up compared to this month last year. Ray Page Plumbing will be replacing flow constrictors on all toilet valves in an effort to solve the issue of toilets not cleaning completely. Spring cleanup of the grounds continues. A representative from CIRMA (insurance) visited. The minor items on the list have been addressed. A larger concern was some water damage and mold on the walls in the mop sink closet. CD Builders have been contacted for a quote to repair the area. We have been informed that there is money in the Insurance Account to cover the costs. A representative from OSHA also visited. His report has yet to be received, but the big item is clutter in the basement, which is currently being worked on. 365 items were collected for the food bank during "Food for Fines" in the month of April. During Earth Day celebration, 80 bird nest bundles were made along with learning about the recycling opportunities at the Library. Planning for summer programs is underway. Later this month there will be a preschooler nutrition program called Healthy Food on my Plate. Dates for Winterfest 2018 are set at November 30 and December 1. The last session of Excite Transform Libraries training is being held this week. The staff is working toward on a pitch for the Adulthood 101 project that will result in a \$3000 seed grant. Mr. John Guidry, new EHS principal came to visit the library and the student art exhibit. Director Phillips attended a workshop about the LSTA Planning grant. We need to complete the evaluation tools that were distributed before applying for the grant. The Library is hosting the seedlings for the Children's Garden, planted by the kids in a joint project of Parks and Rec and BSA Troop 96. The plants are growing like crazy in our big window.
7. Friends of the Library: The book sale netted \$2100. The recycling company that has collected the left over books is out of business and the FOL is looking for someone else to dispose of the leftover books. Museum passes to the New Britain Museum of Art have been added. The FOL is currently updating their bylaws and looking for new members.
8. Old Business:

Carpeting: Samples from one company are here for viewing. Waiting to hear back from another company. Looking at replacing the carpet November/December.

Interior Painting: CD Builders will use low odor paint and can do the painting all at once or in bits and pieces at no extra cost. The motion to go ahead with the interior painting with CD Builders was a unanimous vote. (Stomberg/Clements)

Planning: Meeting of the Trustees on July 17 at 7 PM to work on planning.

9. New Business:

Policies: None.

Library Financial Operations: Assistant Finance Officer Felicia LaPlante had requested time to discuss some financial items, but subsequently was unable to attend tonight. This item is tabled until the next meeting of the Board on June 12, 2018.

Charter Revision: The Charter currently does not have a section about the Library Board or Library. A new chapter has been proposed listing the rights and responsibilities of the Library Board. Additional language has been proposed to cover responsibility of the maintenance of the building and grounds by Public Works, not the Library. The Library Board of Trustees has been invited to attend the meeting of the Charter Revision Commission tomorrow to express their thoughts. The Board composed and submitted in writing the following changes to the Charter Revision Commission:

*In regards to the proposed language changes to the Town Charter Section 910 Public Works, the Library Board of Trustees requests that the language "perform regular and as-needed maintenance and repairs on Hall Memorial Library and the Library facilities and grounds" be revised to read:*

*Perform regular and as-needed maintenance and repairs on the Hall Memorial Library buildings and grounds in collaboration with the Library Director and the Library Board of Trustees consistent with Connecticut General Statute 11-33.*

*In regards to the language in the proposed new chapter "Library Board of Trustees" wording to be revised as follows:*

- 1. In the first paragraph, second sentence from the bottom words "Board may appoint" be changed to "Board shall appoint a Library Director".*
- 2. The second paragraph be deleted.*

A motion was made and unanimously approved to submit this statement as above.  
(Wieliczka/Mendelsohn)

10. Trustees Concerns: None.

11. Correspondence: None.

12. Adjournment at 8:35 PM (Stomberg/Wieliczka)

Respectively submitted,



Mary Blanchette, Secretary