

Hall Memorial Library  
Board of Trustees Meeting  
June 12, 2018

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Present were Chairman John Halloran, Judy Stomberg, Janet Wieliczka, Mary Clements, Mary Blanchette, Director Susan Phillips, Children's Librarian Patricia Grundman, FOL liaison Mary Lou Dyjack, staff members Cheryl Chamberlin and Debbie Cormier, and Tom Palshaw. Gabbi Mendelsohn was excused.

1. Call to Order at 7:05 PM.
2. Citizens Forum: Nothing.
3. Approval of Minutes: Unanimous (J. Wieliczka/M. Clements)
4. Treasurer's Report: Internal financial activity reviewed.
5. Current Year's Budget: On track.
6. Library Financial Operations: Felicia LaPlante from the Financial Office was here to review procedures. The concerns of the auditors have been addressed. Amazon Prime is now set up for the library. For the Summer Reading Program, gift cards can be used as prizes as long as not purchased with Town funds. The Big Y cards are now in use. There will be rare occasions for use of a personal credit card; the preferred method is to set up accounts with vendors, even if only used once. A receipt and voucher must be submitted for credit card purchases..
7. Director's Report: Circulation of audiovisual materials is down. Meeting room use has more than doubled in the past year. Mulch for the front planter has been requested from DPW. Ray Page Plumbing has replaced the flow constrictors on the valves in all the toilets after Rockfall installed the same unworkable ones. The bill is being presented to Rockfall. The Town Beautification Committee and The Friends of the Library replenished the pots and planter in front of the Library. A proposal was received from CD Builders for repairs to the mop sink closet for \$2585.00. Public Works Director was consulted. Furniture has been rearranged in the Library to test new seating. Repairs to the emergency door will be done within two weeks. Basement cleaning is in progress and the dumpster will need to be emptied and returned to fill again. The "Libraries Rock" summer reading program plans are well under way. Plans include sewing classes for adults, sewing classes for children, book discussion for children led by an EMS student volunteer, creative writing sessions, open mike nights, creative food events, magic shows, puppet shows, Mystic Aquarium, chess club, etc. Our team successfully completed the Excite: Transform Libraries program and were awarded a seed grant of \$3000. Painting will begin in late July with the Reference Room the last to be done. The painting will be done in sections starting with the first floor.

Meghan McCoy has been hired as a page to replace Heidi Hoffman. Meghan will work Monday, Wednesday and Friday for 3 hours per day and earn \$10.10 per hour (minimum wage).

Sunday hours ended May 20 until September. Saturdays will change to 10am to 1 pm beginning July 7 until Sept. 8.

8. Friends of the Library: The fiscal year for the Friends of Library ended in May and they are looking for an auditor. By-laws are being revised and updated. The left- over books will have to be recycled, as the company that used to take them has gone out of business. At this time there is no other option.
9. Old Business:
  - A carpeting meeting will be held Tuesday June 19 at 1 PM.
  - Interior Painting begins in July.
  - Planning-special meeting for the Board of Trustees will be July 17, 2018 at 7 PM.
10. New Business:
  - Policies: None.
  - Charter Revision: Chair Halloran sent a memo asking for a postponement of the June meeting discussion of the Library to the July meeting. The Board will look at an Operating Agreement that will define responsibility between Hall Memorial Library Board of Trustees and DPW.
  - Add to Agenda: Discussion of raises was added to the agenda (J. Wieliczka/M. Clements). A motion to approve raises at 2.75% for 2018-2019 was unanimously approved (J. Wieliczka/J. Stomberg).
  - Added to agenda: Mop sink closet repairs (J. Stomberg/M. Clements). The motion to approve expenses of \$2585 (ceiling, sheet rock, painting, elimination of mold, etc) unanimously approved. (J. Stomberg/J. Wieliczka).
11. EXECUTIVE SESSION: Motion made by J. Wieliczka/MClements at 8:20 PM. Present were Chair Halloran, Francie Berger, Mary Clements, Judy Stomberg, Janet Wieliczka, Mary Blanchette, Sue Phillips, Pat Grundman. Ended 8:50 PM.
12. Trustees Concerns. Employee evaluations are underway.
13. Correspondence: None
14. Adjournemnt: 8:51 PM (J. Stomberg/M. Clements)

Respectively submitted,



Mary Blanchette, Secretary