

**HALL MEMORIAL LIBRARY  
BOARD OF TRUSTEES  
MEETING  
October 9, 2018**

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TOWN CLERK

- I. Chair John Halloran called the Regular Meeting of the Hall Memorial Library Board of Trustees to order at 7:10 PM. Board members present were Mary Blanchette, Janet Wieliczka, Judy Stomberg, and Gabbi Mendelsohn. Staff members Patricia Grundman, Childrens Librarian and Assistant Library Director, and Susan Phillips, Library Director were present. Marcia Downs was present as Recording Secretary.
- II. Citizen's Forum – Mary Lou Dyjak representing the Friends of the Library, Staff Members Debi Cormier and Francie Berger (joined at 8:10 PM) were present.
- III. Approval of Minutes of the September 11, 2018 Meeting (Wieliczka/Stomberg) - The minutes were reviewed by members present and were unanimously approved with one change: In item number VIII, the word “removed” replaced the word “tabled”.
- IV. Treasurer's Report - Sue Phillips circulated the Board Category Report and the Board Account Balance Report and reviewed the reports with the Board members. These reports list the cash balances and the overall totals for the categories listed in the budget.
- V. Current Year Budget – The current year's budget amounts were listed and reviewed by the Board Members. Sue Phillips reported that we are one quarter through the fiscal year and one quarter through the budget.
- VI. Library Director's Report – The report was reviewed and discussed, especially noting that the staff development program to be run by Wheeler Employment Assistance Program has come together. Mr. Dan Fallon will conduct interviews with all staff members and then conduct two training sessions. Also employment recognition will be held at the Board of Selectman meeting on 10/15/18. Lindsay McKeegan, Linda Judd, Cheryl Chamberlin, and Kathy Boop will be honored. We have currently arranged for a temporary additional cleaner from Adams and Adams. She has been doing the additional cleaning that the regular cleaning crew doesn't do. Public Works staff have taken care of some minor repairs. Reviewing the carpet project, the two choices have been chosen and are ready to order. We are anticipating the installation to be in early December, taking two weeks. Sue has received quotes to move furniture and the books and stacks. It is logical to refinish the hardwood floors in the Reference Room at this time. Four new chairs have been ordered as a part of the Excite Grant. The first Adulting 101 program was well received. There are two more scheduled. The sewing classes are proving to be very popular. The next Coffeehouse, a speaker for the Historical Society meeting, storyhours and book discussion, are among upcoming programs offered. Winterfest will be held on December 1. Sunday hours resumed on 10/7/18, and were well received among the patrons.

- VII. Friends of the Library Report – Friends Secretary Mary Lou Dyjak reported that their Annual Meeting was held in September and they had the election of officers and revised their by-laws to include more current practices. The list of officers are: Peg Busse, President, Chris McKechnie, Vice President, Patti Wendell, Treasurer. The next Bag Sale will be on October 19, 20, and 21. The annual Cookie Sale is scheduled for December 16.
- VIII. Old Business – Building Maintenance: Under refinishing the floors in the reference room, two quotes were received: Fabulous Floors quoted \$6272.52 and Baker Flooring quoted \$6000.00. A motion was made (Mendelshon/Wieliczka) and unanimously passed to award the bid to Fabulous Floors. Charter Revision – A motion was made (Stomberg/Blanchette) and unanimously passed to approve the Board’s public statement about the proposed Charter Revisions as written. Long Range Planning – Nothing for this meeting. Carpeting/Painting – A motion was made (Blanchette/Wieliczka) and unanimously passed to spend \$22,999.00 to move the books and stacks and possibly \$3000.00 for moving the furniture. Security Cameras – Our cameras are now connected to the Police department after a successful upgrade of our Comcast telecom equipment. Capital Improvements – A Capital Improvement request for FY19-20 will be submitted for the interior painting of the building (Blanchette/Stomberg).
- IX. New Business – Furniture – Four chairs have already been ordered; any additional pieces will be considered after the carpeting and painting projects have been completed. Policies – None. A motion was made (Wieliczka/Mendelsohn) and unanimously passed to add approval of the expenditure of \$1850.00 to cover the Wheeler Staff Development Program to the agenda. The expenditure was subsequently unanimously approved (Blanchette/Wieliczka). Executive Session - A motion was made (Blanchette/Stomberg) and unanimously passed to go into Executive Session at this time. Executive Session – John Halloran, Mary Blanchette, Judy Stomberg, Janet Wieliczka, Gabbi Mendelsohn, and Susan Phillips were the members who attended the Executive Session for the Performance of Library Director Susan Phillips. Tabled Item - Reference Librarian/Program Coordinator Position – A motion was made (Stomberg/Blanchette) and unanimously passed to un-table this item. Another motion was made (Blanchette/Wieliczka) and unanimously passed to make this position full time effective immediately.
- X. Trustees’ Concerns – None.
- XI. Correspondence – None.
- XII. Adjournment – The meeting was unanimously adjourned at 9:25 PM (Blanchette/Stomberg).

Respectfully submitted,



Marcia H. Downs