

Pomfret Public Library  
Board of Trustees  
Meeting Notes and Agenda  
November 13, 2018  
6 PM at Sylvia Danenhower home, Pomfret

Actual meeting started about approx. 8pm.

In Attendance: Ginger Lusa, Laurie Bell, Cris Cadiz, Ann Hennen, Sylvia Danenhower, Ann Hinchman, David Ring

Notes taken by DR on behalf of SR.

**1. Acceptance of Minutes of September 18, 2018.**

- a. GL moved, SD second. Accepted unanimously.

**2. No Treasurer's report**

- a. LC not present (ill)

**3. Friend's Report**

- a. Donated \$8K to the library – from the book sale.
- b. Great meeting and nice get together.
- c. Nancy Weiss – Friend's report was very good. Idea to maybe publish in *Pomfret Times*.

**4. Librarian's Report**

- a. Letter from CT Librarian Consortium – By being a member – saved \$4,682 on various services and resources. Pay a small fee for being a member.
- b. LB has copy of state report for our town to compare with other libraries.
- c. LB attended conf. of municipalities on Freedom of Information Act. Learned exactly what constitutes meeting, how public boards, etc. are supposed to conduct a meeting. Meeting is any communication that has quorum. And email – or any casual conversation is works like a meeting but not official and therefore against rules if not public. Can't make any decision unless prior notice given, open to the public, and then posted. Decision can't be made in an email – has to be an official meeting. Can't have "reply all" email meetings as that doesn't meet standards/rules.
- d. Posted by January 31<sup>st</sup> schedule of the meetings for the year. Agenda posted 24 hours before. Drafts of meetings with 7 days. Even if meetings haven't been approved, the draft has to be posted within 7 days. Lots of special rules.
- e. At the moment not being posted on the town website – there's a snag of putting it on the town website from Ann Hi's computer. Sally will do that for Ann Hi. Need a password to get on that site. Need to get that fixed for 2019

- f. Why aren't our board meetings posted in the Pomfret Times? LB to put that info in with other library activities.
- g. 12/3 Lunch with Friends of Library – it's an invitation to members of Friends – Scandinavian themed. Hygge.
- h. 12/4 Kim will do Ginger bread building program.
- i. Library staff meeting said they'll have a giftwrapping station.
- j. In Feb – ComicCon – “PomCon” 2/2 which is take your child to librarian day.
  - i. Ideas - Sports Stacking – Cups.
  - ii. Costume competition – mini – skateboards, Pokémon scavenger hunts. Star Wars themes.
  - iii. Cris – Lydia in the Villager to write something about it. Door prizes.
  - iv. Arcade bus comes.

## 5. Old Business

- a. Sewer is in the process in town. Not coming to library until such time as library raises money to have it come. \$80K roughly to connect. That was a quote. Might go back out to bid. Whatever it is will go into the fundraising effort.
- b. Grant funding should be known soon. Their decision is made 11/26. Pomfret School is made aware. Hopefully the crosswalks will happen and the land gift will happen.
- c. Parking Lot meeting – Ann Hi. says how great the meeting was. Much information shared by Zoning and Town Planner and Wetlands shared and helpful to learn how they came up with the plan. Cut and dry plan. SD still not sure why we can't make it closer to the road. Maybe First Selectwoman can figure out some kind of variance. Ginger talked about how they said what we can do under existing approvals. We basically just said that this is the best we can do. Seemed to think it best just to move forward with the current plan.
- d. Fiber Internet - LB from Maria from State Library; Still not clear what we have to do regarding the switch to the fiber network as that might not work because the cost is \$3K. The question is whether or not we really need it. Probably more than we need, but... Up to the town to decide if they want to up the budget to cover those costs. Can't get it installed to have it be in place and not use. Have to use it if installed. Will have to be decided when library submits budget – which needs to be done in January 2019. Probably be better if we have more need bandwidth, but hard to say for sure.
- e. Discussion of options for hiring a fundraiser for new building. SD will investigate if there are competitors to explore or ask Nancy Weiss. SD will call her.
- f. Charlie Goodrich – Call to talk to him about checking on Fire Alarm. Fire Marshall, Norm Parent, gave name to Laurie of someone in Danielson. AH will call Goodrich again. He said he's not retired.

## 6. New Business

- a. Historical Society has its collection in the town hall. They've been told it has to be moved out of the town hall. Was discussed if it went to the Old Town House – could the materials be secure. But it can't be secured there. Could there be a possibility of those materials be stored in the library. It could at least temporarily be housed there, with a dehumidifier and a humidity thermometer and then after the addition is added, the stuff could be put in there. And it could be secure there. LB was amenable to it. Walt Hinchman and Glen from town can move it all to the library. Concern about humidity, and what if power went out? Also discussed were fire proof boxes. First Selectmen, Historical Society, Librarian all amenable to at least for now moving to library. Basement does not meet safety codes to have public to go in. Decision to do it for now.
- b. Election of Officers for following year, one-year term
  - i. Chair, Vice Chair, Treasurer, Secretary
    1. We think Sally wants to continue being Secretary? Please.
    2. Does Liz want to be the Treasurer? Please
    3. Ann Hennen will be Vice Chair.
    4. Ginger nominated by Ann Hi., SD 2nd, GL concerned about time to get. Christine willing to be helpful. GL accepted. Congratulations.
      - a. CC cast one vote, so voted.
  - ii. Personnel Committee
    1. Question if the librarian.
    2. Ad Hoc?
  - iii. Finance Committee
    1. Treasurer, Chair, Librarian
  - iv. Building & Grounds Committee
    1. Sylvia
  - v. Some question about the need for some of the standing committees at all as when work needed to be done could get ad hoc committees.

*Please bring a copy of updated policies that Laurie sent and policy books to meeting.*

Moved to adjourn SD at 9:47pm, GL2<sup>nd</sup>, Adjourned at 9:47pm

2019 Meeting Dates:

January 8<sup>th</sup>

March 12<sup>th</sup>

May 14<sup>th</sup>

June 11<sup>th</sup>

September 10<sup>th</sup>

*(Library Board Town Election November 5<sup>th</sup>)*

November 12<sup>th</sup>

POSTED 1/9/18 SALLY ROGERS, SECRETARY