

POMFRET PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING NOTICE AND AGENDA

November 19, 2017

6:00PM-Sally Rogers home

In attendance, Sylvia Danenhower, Sally Rogers, Ann Hennen, Ann Hinchman, Liz Cartier, Ginger Lusa, Laurie Bell, Christine Calafus.

1. Welcoming of New Members

- Christine Calafus
- Cris Cadiz (absent)
- David Ring (absent)

2. Acceptance of minutes of September 2017 meeting

- LC moved to accept minutes as is. GL seconded. Approved unanimously.

3. Treasurer's Report

-Laurie brought the latest summary from the town hall. We have 75% of budget remaining. The telephone and cable services have only 25% left, due to the fact we are now paying Charter. Rubbish removal is paid 3 months ahead so that's why half is already gone. In Magazine line item, an expensive subscription was taken out which depleted that line item.

4. Librarian's Report

-Annual Report to the State has been submitted. Program attendance is down a little. Book circulation is down a bit but e-circulation is up. Computer use is up.

-We are using the new interlibrary loan system (ILL) . We are currently using 2 semi-functional systems (Concert and State ILL (Request It). Hoping to drop the smaller one which costs around \$600/yr.

- Children's librarian job has been posted and on our Web site. Ann Hinchman will help with the interviews.

-Staffing hrs. changed a little bit. Both Nick and Jackie have been doing webinar pd. Line items may look a little different due to shifts in staffing, but bottom line is same.

5. Friends of the Library Report

- The Friends donated \$8,000 to the Library.
- Speaker was Erika from Abington Grown who uses only horse-drawn equipment.

Old Business

Parking Lot

- The Parking lot is still sitting unfinished. It has been marked out but not completed. Being done by Glenn Potemski. We'd like to get it in before the newly elected officers come in. Approved by Wetlands and P&Z. There are some who would like to change the plan, but this would require all new approvals.

Sewer Line

- No news or updates. Still will be south of the library.

Building Exploratory Committee

-Building committee held one productive and informational meeting on Oct. 24th. No decisions were made.

- Walt Hinchman has inquired from Pomfret School about acquiring land south of the library. It looks hopeful. Would have to go to Board of Trustees of Pomfret School.

-Next meeting is Nov. 21st.

- Board needs to establish a budget.

Review of Minutes of 1st meeting Exploratory meeting

-Oct. 24, 2017. Ginger and Laurie shared the results of that meeting, which was mostly background information.

Review of Letter and Library Building Committee Charge to Selectmen

- We made typographical corrections.

- We will come up with the suggested \$12,000 for schematic drawings and the discussions.

- Exploratory phase to be completed by June 1.

- SD moves to accept the charge and the letter as amended. GL seconded.

Approved unanimously.

New Business

Election of Officers for 2018

- Ann Hennen- Vice Chair

- Ann Hinchman- Chair

- Sally Rogers- secretary

- Treasurer- Liz Cartier.

- GL moves to accept this slate. SD second. Approved unanimously.

Hiring of Children's Program Director Update

Bi-Annual Library Policy Review Ann

- There have traditionally been misunderstandings about the job of Library Trustee members between the Selectmen and the Trustees. Our Policy shows that Trustees hire library employees, not the Selectmen. Need to make clear who is in charge of hiring and personnel issues.

SR moves we adjourn. GL Seconded. Adjourned at 8:04PM

Dates of meetings for 2018

2018 Meeting Dates:

January 9, 2018; March 13, 2018; May 8, 2018; June 12, 2018; September 18, 2018 ;

*November 13, 2018 Annual Meeting

Sally Rogers