

# HARWINTON PUBLIC LIBRARY

<http://www.harwintonpl.org>

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## Board of Trustees Regular Meeting – Monday, August 5, 2019

### Unapproved Minutes

The meeting was called to order at 7:00 by A. Potwin.

**Trustees Present:** Art Potwin, Leslie Flowers, Patti Sederquist, Elizabeth Booth, Naomi Toftness, Rich Agoston, Debby Janssens, and Jamie O'Meara were present. Also present was Library Director, Alice Freiler.

**Public Input:** none

**Secretary's Report:** A motion to accept the Secretary's Report was made by N. Toftness, seconded by D. Janssens. Approved.

**Treasurer's Report:** The report included a complete year of data. A motion to accept the Treasurer's Report was made by N. Toftness, seconded by P. Sederquist. Approved.

### **Librarian's Report:**

- Alice needs to adjust the schedule, which might affect salaries; She will contact the union;
- Planning Commission is asking for an update. Board members will meet by 8/31;
- Minimum wage increase will impact library staff- either fewer hours or more money;
- New website is live! Registrations and room booking are online. This includes:
  - Additional plug-ins have been added to the website to make the backside more efficient for staff to make changes;
  - Email reminders to registrants;
  - Practice registration for Board members for next meeting;
  - Room reservation policy needs an update;
  - Library staff meets every new challenge with a positive attitude and a willingness to learn;
- As part of the town's 5 year maintenance plan, the town is planning to replace windows, paint, carpet and replace the oil tank in the ground; Alice will schedule a walk-through so members of the board can attend;
- Air conditioner has been fussy;
- The community room will be the first to be painted;
- Four PCs have been purchased. Library is waiting for software;
- Alice is trying to find a buyback program for the copier;
- The library needs workstations for the PCs;
- Grants: \$200 from Lions for the coding program- Region 10 lent laptops for kids to use; the kids enjoyed the program;
- Tote bag fundraiser with new logo?

- Friends' Update: summer book sales have been great; will be sending some books to the Connecticut River Book Auction;
- The Garden Club wants to do something for Ellie;
- Statistics:
  - Patron visits are down, circulation is up;
  - Book circulation is down; ebook circulation is up;
  - Books on CD circulation is down; downloadable audiobook circulation is up;
  - Adult PC use is down; children's use is up
- A motion to accept the Director's Report was made by D. Janssens, seconded by P. Sederquist. Approved.

**Committee Reports:**

- Art:** \$118 made from last art show; Shows booked.
- Budget:** none
- Computers:** none
- Fundraising:** covered
- Property and Building:** Can something be done with the vestibule to gain more useable space? Update on the automatic doors? Should we contact a space consultant?
- Governance:** Three terms are up; two members will seek reelection.
- Correspondence:** none

**Other Business:** Meeting to revise the plan of conservation/development will be held on Monday, August 19<sup>th</sup> at 4:00 pm.

Motion to adjourn was made by L. Flowers, seconded by N. Toftness. Approved at 8:07 pm.

Respectfully submitted,  
Jamie O'Meara, Secretary