

Hall Memorial Library  
Board of Trustees Meeting  
93 Main Street  
Ellington, Connecticut  
Minutes  
March 10, 2020  
7:00 p.m.

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ELLINGTON  
TOWN CLERK

I. Call to Order

The meeting was called to order at 7:04 p.m. by Chair Mary Blanchette. In attendance: Janet Wieliczka, Gabbi Mendelsohn, John Halloran, Mary Cone, Judy Stomberg, Library Director Susan Phillips, Assistant Director/Children's Librarian Patricia Grundman, Staff member Cheryl Chamberlin and Recording Secretary Rhonda Villanova.

II. Citizens Forum

No one spoke.

III. Approval of February 11, 2020 meeting minutes

John Halloran made a motion to approve the minutes pending confirmation of total for the Friends of the Library mini-golf fundraiser. Gabbi Mendelsohn 2<sup>nd</sup>.

IV. Treasurer's report reviewed

V. Current year budget

Spending is on track.. It was noted the electricity expense is less than expected at this time of year. Susan Phillips stated that the loan for the lighting upgrade has been paid off. There was discussion regarding Friends of the Library contributions and how they might be better shown in reports

VI. Library Director's Report

Susan Phillips shared a GALLUP article about more people going to the library than to the movies. She also reviewed the February statistics included in her report (e.g., number of patrons in – 9,707, number of programs – 52, meeting room use – 141 (includes 54 library events with 87 outside groups)).

Regarding personnel, Custodian Gary Berube will be out for 4-6 weeks beginning later in March; another custodian will move to 2<sup>nd</sup> shift to cover during his absence. The new hires have begun training, all is going well so far.

The reference room wall painting is complete. The Public Works crew did a great job and the new color is lighter. The ceiling work will need to be scheduled in the future. The annual basement inspection took place; and some areas needing straightening up were identified and will be dealt with over the next few weeks. There is an ongoing issue with a valve on the

HVAC units in the Reference area, which has caused extremes in temperature throughout the winter months. The repair work is waiting for approval.

The new program "Coding for Kids" started last Saturday and will run for another three sessions. A volunteer parent from the community, a professional programmer, discovered the Google program and offered to lead some classes. The class is limited to 8 due to the number of laptops available.

The "1000 Books Before Kindergarten" program has completed its first year. There are 99 children registered, and 3 families have completed the 1000 books. Patricia Grundman shared two hardcover books that have been dedicated to the children/families that completed the program. The program hopes to inspire more families to develop the habit of reading together.

At the end of February, 5 classes of EHS Ceramics students toured the center of town. The Library, Town Hall and Nellie's House were visited. The theme for their projects is "hometown" and the students were looking for inspiration. Susan Phillips gave a brief history of the library and the architecture, along with information about the McKinstry cemetery. The library will host the annual EHS student art exhibit in April.

Sewing and cooking classes are ongoing. There was a presentation about Medical Marijuana. A tour was given by Susan Phillips to a group of children from the Church of Jesus Christ of Latter Day Saints which provided a brief history and facts about the library before they had a scavenger hunt. The library will have a booth on Ellington Earth Day, set for April 25<sup>th</sup>, providing face painting and Magic Dan.

The computer upgrades/Windows 10 project has been completed; it also provided a new server and back-up system. The Evergreen Web client training took place in February, attended by Cheryl and Debi. Ongoing training for the rest of the staff is taking place on a test database and will go live once everyone has developed a level of comfort using the system. There is also a new interactive staff calendar which was also recently implemented to better track shifts and coverage of library hours.

The annual Payment Card Industry compliance survey for both systems was completed last week. Also, the annual E-Rate application (which provides Federal funds towards telecom expenses) was also submitted.

The selection of members for the Advisory Committee for the Hartford Foundation for Public Giving Better Together Grant is complete.

VII. Friends of the Library  
No FOL member present.

VIII. Old Business  
Mary Blanchette asked what the library's role is regarding the 2020 Census. Susan Phillips stated the library is partnered with the Census Bureau. To aid in recruitment and training of Census workers, the library hosted several job fairs and interview sessions, and will host

upcoming training sessions. Because Census reporting will be conducted online for the first time, the library will provide access and assistance for those without computers or computer skills, or for anyone who has questions. If further help is required, the library can refer.

IX. New Business

Budget: Mary Blanchette asked whether there was any readily available information regarding what Library salaries vs other comparable libraries. A state report exists for salaries to compare. Cheryl Chamberlin shared a report of wages for current openings advertised at various libraries. Judy Stomberg stressed the need to share the library's functioning as a Community Center - the number of people that come through the doors and the number of children/families that use the library throughout the year. Possible ways to increase the income line were discussed.

Cheryl shared what was stated at a recent Board of Selectmen meeting regarding other departments in town and compared percentages of what is spent on salaries as a portion of their budgets. The library's percentage was lower than all other departments. The library is open 7 days a week for longer hours and provides services and programs to the public not readily available elsewhere. Cheryl also had information to share regarding "Development Assets" children may be struggling with and the library is a resource to assist them. Mary Blanchette suggested creating a presentation which reflects the information discussed for the Board of Finance meeting next week.

Policy Review: Mary Blanchette requested that Board members review the policies online to discuss at the next meeting. They need to be reviewed once a year.

Emergency Procedures/Incident Report Procedures: Mary Blanchette asked about existing Emergency plans, what is currently in place at the library. Susan stated the library has an Evacuation plan and just performed a Fire Drill, which was rated as "the best" in town. Mary Blanchette also had a question regarding Incident Reports. There is a process in place for Incident Reporting, with different levels depending on the incident, whether it involves an injury, follow-up, or just recording thereof. Patricia Grundman was also noted as being on the Health & Safety committee.

X. Trustees Concerns  
None stated.

XI. Correspondence  
None to report

XII. Adjournment  
Motion to adjourn at 8:16 p.m. Judy Stomberg 1<sup>st</sup>/Janet Wieliczka 2<sup>nd</sup>. Motion approved.

Submitted by  
Rhonda Villanova  
Recording Secretary