Call to Order
The meeting was called to order at 7:00 p.m. by Chair Mary Blanchette. In attendance: Mary Blanchette, Mary Cone, Pam McCormick, Judy Stomberg, John Halloran, Janet Wieliczka, Library Director Susan Phillips, Children’s Librarian Patricia Grundman, FOL Chair Peg Busse, Recording Secretary/Bookkeeper Rhonda Villanova, staff member Cheryl Chamberlin.

Citizens Forum
Cheryl Chamberlain commented regarding the survey. She shared the idea of holding a focus group made up of members of the public for input on improvements to the children’s area which received comments in the survey.

Approval of Minutes
Moved (Cone), Seconded (Wieliczka) to approve meeting minutes from March 8, 2022; all in favor, motion passed unanimously.

Treasurer’s Report
Susan Phillips noted that the ARPA grant money had been spent.

Current Year Budget Report
Susan Phillips stated the library budget was at a good place for this time of year.

Library Director’s Report
Susan Phillips reported that the library has been awarded two grants that were applied for from the Connecticut State Library. One is for $2000 Summer Enhancement programs. The other is for local area network infrastructure evaluation for $6839. In addition, Susan applied for and received a Microsoft grant through TechSoup for $1290 for new licenses/upgrade to Office 2021. Move (Wieliczka), Seconded (Cone) to authorize Susan to pay Techsoup in the most timely manner to meet the tight deadline. Motion approved unanimously.

Susan Phillips reported that Nicola Travali was hired as a Library Assistant I on March 23. She will work an average of 25 hours per week at $16.00/hr. She began training on April 4 and is doing very well. Gary Berube has returned as custodian. The library was asked to host the Board of Finance deliberation session. Also, Lori Spielman walked the grounds with Susan to discuss locations for picnic tables and benches, fencing and plantings. Debra Cormier has submitted her notice to retire effective June 2nd.

Mary Blanchette asked about the after school programs for the 5/6th graders. The sign-up response was not as good as expected considering answers given on the interest survey.
Susan announced the library had been approached by the University of Denver about hosting an intern from the MLS program for 7 weeks, 10 hours/week.

VII. Friends of the Library
Peg Busse reported that the Friends will hold a book sale April 22-24 in the Upstairs Meeting Room. It will be by donation only. The books will be separated into fiction, non-fiction and children’s items. The sale will be monitored at all times. The Teen Advisory Group volunteered to help. The sale has been advertised in the Journal Inquirer.

VIII. Old Business
Earth Day – The library will have a table/tent set up, with info and handouts and the new lawn games will be set up for use.

Budget Deliberations – Members were reminded of the upcoming budget meetings on Thursday, April 14th, 6:00 p.m. here at the Library and on April 20 at 6:00 pm at the Town Hall. The Town Meeting on May 10th. Peg Busse informed attendees that she had been appointed to fill Joseph Wehr’s seat on the Board of Finance. She has learned that the Library endowment marked for maintenance of the building, that was used to pay for the boiler repair, has been taken over by the Town. Judy Stomberg recommended contacting the State and reference the original letter for the exact wording to confirm the legality of this action.

Job Documentation and Job Reviews – Mary Blanchette reminded Susan Phillips and Pat Grundman their job descriptions were needed to review. Job Reviews are coming up in May for all library employees.

IX. New Business
Copies of the policies were distributed. Susan Phillips reminded the Board that these are working documents and can be updated and changed at any time.

Circulation Policy – This policy covers the rules of circulation of Library materials. A change of note is that there will no longer be a charge to patrons for replacement of lost library cards.

Collection Development Policy – The policy lays out the guidelines for building and maintaining the collections in the Library. It also contains a process for reconsideration of library material.

Library of Things Policy – Susan Phillips stated because of the things being signed out, some being more expensive than usual items, there needs to be a waiver and release signed. This is a step beyond the circulation policy. In the documentation, items from the kits are called “The Things” specifically, which refers to parts of the kits versus books. Mary Blanchette asked whether the waiver might be too much. Janet Wieliczka stated it needed to be spelled out. Moved (Stomberg), Seconded (Wieliczka) to accept the updating of the Circulation Policy, Collection Development Policy and Library of Things Borrower’s Agreement and Use Policy and Waiver and Indemnification Form. Motion approved unanimously.
Retirement of Katherine Boop – Moved (Halloran), Seconded (Stomberg), to accept, with thanks and regret, the retirement of Katherine Boop effective March 4. Motion approved unanimously.

Moved (Cone), Seconded (Stomberg), to add the retirement of Debra Cormier to the agenda. Motion approved unanimously.

Retirement of Debra Cormier – Moved (Wieliczka), Seconded (Cone), to accept, with thanks and regret, the retirement of Debra Cormier effective June 3. Motion approved unanimously.

Moved (Cone), Seconded (Stomberg), to authorize Director to replace Debra Cormier. Motion approved unanimously.

Motion (Cone), Seconded (Wieliczka), to approve hire of Nicola Travali as a new Library Assistant 1 effective March 23. Motion approved unanimously.

Children’s Room – Recent improvements to the Children’s area were reviewed, including carpet and painting. The ARPA grant funded shelving for the pre-school area to open up the space. Susan Phillips presented ideas for the next phase, including wall-mounted manipulatives and toys for the pre-school area. The school age area has been rearranged with shelving along the wall at the top of the stairs with bean bags. Susan is researching other types of leisure seating. The Board discussed what the possible vision might look like within the limited areas to work on and possible Friends of the Library support.

Develop Policy for Collecting Items Not for the Library – Mary Blanchette expressed the need to develop a policy for hosting the collection of items for outside groups. Guidelines for procedure, safety collecting and pick-up need to be clear. Susan distributed a preliminary plan.

Grants: Recognition of Francie Berger – Mary Blanchette acknowledged Francie Berger’s efforts in applying for and attaining the grant that will fund the new adventure kits and accompanying programming.

X. Trustees Concerns/Chair Concerns
No concerns noted.

XI. Correspondence
A Thank you note was received from Katherine Boop.

Moved (Cone), Seconded (Wieliczka), to go into Executive Session at approximately 8:35 p.m. Motion passed unanimously. Left Executive Session at 8:45 pm.

XII. Adjournment at 8:46 Moved (Cone), Seconded (Stomberg). Unanimously approved.

Submitted by
Rhonda Villanueva