Call To Order at 7:05pm. In attendance via Zoom: Board members Mary Blanchette, John Halloran, Mary Cone joined at 7:25; FOL President Peg Busse. In person: Board member Mary McCormack; Library Director Susan Phillips, Children’s Librarian Patricia Grundman.

Guest speaker – Jaime Foster
57th District Representative Jaime Foster attended to share the news that she has secured $25,000 in the FY22-23 State budget to be used for the Library reading garden/outdoor workspace. Hearty thanks was extended from Board and staff.

Citizens Forum
None.

Approval of Minutes of April 13, 2022
Motion made (Halloran), seconded (Cone) and passed unanimously to approve minutes of April 13, 2022 meeting.

Treasurer’s Report
Treasurer’s Report was reviewed.

Current Year Budget Report
Current year budget expenditures report was reviewed.

Library Director’s Report
Items of note include: The annual Ellington High School Art Exhibit is currently being displayed. Pieces from middle and elementary students are also included this year. A wonderful exhibit. An area on the Main Street side of the Library has been identified for the outdoor workspace, which will feature the furniture and fixtures obtained with Library ARPA funds. Funds to construct the space were obtained by 57th District Representative Jaime Foster.

Friends of the Library Report
FOL President Peg Busse reported that the April book sale was successful; even with inventory being 35% less than usual, profit was almost the same. The book fair tables in the Library reading room have been restocked and will remain available. Peg also reported about a patron who has habitually been taking many items from the book fair tables and leaving only a small donation or sometimes none at all. A post on the Friends Facebook page about this received many comments and garnered, unintentionally, some donations.

Old Business

Job Documentation and Job Reviews Status
Susan reported that internal procedures are being updated and staff cross-trained. Annual staff reviews are in process.

Revise Retirement Date D. Cormier
Motion made (Halloran), seconded (McCormick) and passed unanimously to approve adjusted retirement date for Debra Cormier to July 5, 2022.

10. New Business

Letter to Director
No action taken.

Review of policies – After Hours Patrons, Personnel Policy, Petty Cash, By-Laws
The After Hours Patrons Policy and Petty Cash Policy and Procedure were reviewed. John Halloran commented on the procedure for the reimbursement check; Susan Phillips will arrange to adjust.

The Hall Memorial Library Board of Trustees Bylaws and the Personnel Policy Statement were reviewed as presented.

Motion made (Halloran), seconded (Cone) and unanimously passed to approve the After Hours Patrons Policy, the Petty Cash Policy and Procedure (with adjustment), The Bylaws, and The Hall Memorial Library Personnel Policy Statement.

Hiring of New Staff Member Status
Susan Phillips reported that the timing of hiring of a new staff member will be adjusted due to the adjustment to Debra Cormier's retirement date adjustment.

Children's Room. Plan/ vision
Discussion ensued about developing a broader plan for the Children's Room, reflecting the comments from citizens gathered in the survey.

Future Staffing of Library/ Updating Job Descriptions
Mary Blanchette suggested a workshop meeting in September to review staffing and updating job descriptions.

Motion made (Cone), seconded (Halloran) and unanimously passed to approve Library Director vacation request June 20–July 15, 2022.

10. Trustees Concerns/ Chair Concern
Mary Blanchette requested that staff members be reminded to wear their name badges.

11. Correspondence
None.

12. Adjournment
Motion made (Cone), seconded (McCormack) and passed unanimously to adjourn at 8:00 pm.

Submitted by
Mary Blanchette