

Library Board of Directors  
Somers Public Library  
June 4, 2018

Members present: Lisa Gladysz, Mike Gruber, Andy Phillips, Shirley Warner, Kathy Worcester  
Absent (excused): Eugene Grayson, Sharon Renzoni, Bob Socha  
Absent (unexcused): Bonnie Mazzoli  
Also present: Jessica Miller

Shirley Warner called the meeting to order at 6:30pm.

Minutes from the April 2, 2018 meeting were presented and reviewed. Due to low attendance at the May meeting, acceptance of the minutes was tabled until tonight's meeting. A motion was made to accept the April 2<sup>nd</sup> minutes: M. Gruber; seconded: K. Worcester. (abstained: A. Phillips) Passed.

Minutes from the May 7, 2018 meeting were presented and reviewed. Motion made to accept: L. Gladysz; seconded A. Phillips. (abstained: M. Gruber, K. Worcester) Passed.

*First and Second Audience of Citizens:* None

*Treasurer's Report:*

The Treasurer's Report was distributed and discussed. The report will be filed for audit.

*Correspondence:*

The Board received a thank you note from Yvonne Besse in appreciation for her retirement celebration.

*Financial Business:*

Invoices were presented for authorization. Motion made to approve: L. Gladysz; seconded, M. Gruber. Approved.

Due to the Board's summer hiatus, a motion was made to authorize Shirley Warner or Sharon Renzoni to review the invoices received during the summer months and approve them for payment. This motion includes the payment request from the Town of Somers for the agreed upon budget contribution. Motion made: L. Gladysz; seconded, M. Gruber. Motion passed.

The year-to-date budget to actual report was distributed and accepted as presented. The report will be filed.

*Committees:*

Building & Maintenance – S. Warner reported that Beebe Landscaping completed the spring clean-up activities, including new mulch in the flower beds. The parking lot crack repairs are still pending and will be completed soon.

Policy Committee – J. Miller requested that the Policy Committee begin reviewing all of the library policies in September 2018. Some of the policies are stale and need to be reviewed for consistency with other companion policies. She requested the Committee start with the Teen Room Policy and the Disruptive Behavior Policy. J. Miller will email the relevant policies to the Committee in early August to allow time for review and modifications so the Board may approve at the September meeting.

*Old Business:*

- J. Miller reported that the equipment to fix the library's projection system was delivered. It is expected to be installed by Somers Public Schools personnel next week.
- J. Miller reported that memorial plaques were purchased for the new items in the children's room that were purchased with the Nancy Fagan memorial donations. The new items will be installed on the walls soon.
- J. Miller updated the Board on several plumbing issues recently encountered. The issues have been remedied for the time being. Questions arose regarding the library's septic system and the pumping frequency. J. Miller will send the Board's questions to the Somers DPW and report back.

*New Business:*

- S. Warner reported that the authorized signators on the United Bank account need to be updated. L. Gladysz and S. Renzoni will work together over the summer to make the updates.
- J. Miller distributed a staff packet to the Board members. The packet included a list of the library staff and their responsibilities along with an organization chart.
- The Board received a request that a new flowering azalea bush be planted in honor of Irma Claman's 90<sup>th</sup> birthday. Irma is a former Board member and long-time supporter of the library. Her sister made the request and will contribute to the cost of the shrub. A motion was made to approve the planting and to contribute an additional \$100 if needed toward the cost of the azalea, planting, and celebratory plaque. Motion made: M. Gruber; seconded, A. Phillips. Motion passed.
- It is time for an updated Strategic Plan for the library. S. Warner indicated that a committee must be formed and should include representatives from the Library Board of Directors, library staff, and members of the community. Ideally, six members should serve on the Strategic Planning Committee in total. Board members were tasked with soliciting volunteers for the committee over the summer months so that the committee can begin its mission in the fall.

*Director's Report:*

J. Miller reviewed the Director's report with the Board. The report was accepted as presented.

Meeting was adjourned at 7:50pm. Next meeting will be September 10, 2018.

Respectfully submitted,  
Lisa Gladysz