

Library Board of Directors  
Somers Public Library  
September 10, 2018

Members present: Lisa Gladysz, Eugene Grayson, Mike Gruber, Bonnie Mazzoli, Andy Phillips, Sharon Renzoni, Bob Socha, Shirley Warner, Kathy Worcester

Also present: Jessica Miller

Shirley Warner called the meeting to order at 6:40pm.

Minutes from the June 4, 2018 meeting were presented and reviewed. Motion made to accept: B. Mazzoli; seconded: M. Gruber. (abstained: E. Grayson, S. Renzoni, B. Socha, B. Mazolli) Passed.

*First Audience of Citizens:*

Three community members were present: Beth Settje, Robert Clark, and Leigh Ann Litz. They, along with Francie Clark, Jennifer St. Sauveur-Dandurand, and Andy Phillips, make up the Strategic Planning Committee for the Library. Each received a copy of the prior long-range plan (dated 2013) along with sample plans from other libraries. The goal is to have an updated long-range strategic plan before the end of this fiscal year.

*Treasurer's Report:*

The Treasurer's Report was distributed and discussed. Highlights were discussed, including the transfer to the Town of Somers for approximately \$17,400 as contribution towards the budget. The report will be filed for audit.

*Correspondence:*

The Board received a note from Lea Gitow in appreciation for the flowering shrub the Board purchased in memory of her sister, Irma Claman, who was a past Board member and advocate for the library.

The latest ACLB newsletter was received and is available for review by interested Board members.

*Financial Business:*

Invoices were presented for authorization. Motion made to approve: B. Mazzoli; seconded, S. Renzoni. Approved.

The year-to-date budget to actual reports for June and July 2018 were distributed and accepted as presented. Also presented were detailed worksheets of the sources of funds for the entire 2017 – 18 fiscal year, along with expenditures for the same time period. J. Miller highlighted areas of interest and line items in which spending is not necessarily spread evenly throughout the year. The reports will be filed.

#### *Committees:*

Building & Maintenance – The Committee expressed dissatisfaction with the landscaping service provider. Lack of responsiveness and failure to perform were the main complaints. B. Socha will draft a letter to the provider outlining our concerns and their breach of our agreement.

Policy Committee – The Committee presented two policy revisions for the Board's consideration - the Teen Room Policy and the Disruptive Behavior Policy. Suggestions for edits were discussed. A. Phillips made a motion to accept both the Patron Code of Conduct & Disruptive Behavior Policy and the Teen Room Policy inclusive of the modifications discussed during the meeting; seconded by E. Grayson; motion passed.

#### *Old Business:*

- S. Renzoni reported that the signers were now updated on the United Bank account.
- The formation of the Strategic Planning Committee was completed, as noted in the First Audience of Citizens.

#### *New Business:*

- J. Miller presented the Board with three dates for consideration of the Library's opening/closing:
  - Motion was made by S. Renzoni to open the library during the Friends of the Library book sale on September 30, 2018. Seconded: M. Gruber. Motion passed.
  - Motion was made by S. Renzoni to open the community room for a classic film program on October 14, 2018. Seconded: L. Gladysz. Motion passed.
  - The Board discussed the Veteran's Day holiday on November 12, 2018 and reaffirmed its original position for the library to remain open as the schools are open that day. The library will be open its regular hours during the preceding weekend and the Monday holiday.
- The Board was presented with three workshops/conferences that Library staff would like to attend. A motion was made by S. Renzoni that the Board pay the conference costs as follows: \$50 for 2018 Library Leadership Institute, \$30 for Energizing Your Customer Service Skills, and up to \$190 for New England Library Association Annual Conference. Seconded: L. Gladysz. Motion passed.
- J. Miller informed the Board that two extensions in the library's phone system are malfunctioning. Quotes to repair the malfunctioning units or, alternatively, replace the system were presented and discussed. A motion was made by S. Renzoni to spend up to \$700 to repair and/or replace the individual faulty units only. Seconded: A. Phillips. Motion passed.
- S. Warner informed the Board that the Library's Bylaws need to be refreshed. She asked Board members to review the current bylaws to be prepared for discussions in the near future. She also indicated that the performance appraisal of the Library Director will need to be completed soon.
- B. Mazzoli, Friends of the Library liaison, relayed a message of appreciation from the Friends for the Board's support and indicated their book sale will take place September 28 – 30<sup>th</sup>.

#### *Director's Report:*

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

*Second Audience of Citizens:* None

Meeting was adjourned at 7:50pm. Next meeting will be October 1, 2018.

Respectfully submitted,  
Lisa Gladysz

MINUTES NOT OFFICIAL UNTIL APPROVED AT A SUBSEQUENT MEETING