

Library Board of Directors
Somers Public Library
October 1, 2018

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

Shirley Warner called the meeting to order at 6:33pm.

Minutes from the September 10, 2018 meeting were presented and reviewed. Motion made to accept:
B. Socha; seconded: K. Worcester. Passed.

First and Second Audience of Citizens:

None

Treasurer's Report:

The Treasurer's Report was distributed and discussed. Highlights were discussed, including the residual funds from the Fagan Memorial donations and potential use in the Children's Room. The report will be filed for audit.

Correspondence:

The Board received a thank you note from Francie Clark for a condolence gift sent by the Board.

An ACLB newsletter was received promoting the upcoming Leadership Conference on November 2nd at the University of Hartford. Interested Board members can attend at a cost of \$35.

Financial Business:

Invoices were presented for authorization. Several invoices were discussed regarding maintenance contracts and the Hoopla subscription. Due to its popularity and access limitations experienced by patrons, the Board discussed the option of increasing the monthly amount spent on Hoopla. B. Socha made a motion to increase the Hoopla subscription from \$300 to \$400 per month. Seconded, S. Renzoni. Approved.

Motion made to approve the invoices presented for payment: B. Socha; seconded, L. Gladysz. Approved.

The year-to-date budget to actual report for September 2018 was distributed and accepted as presented. (The August report was sent to the Board via email on September 18, 2018 by J. Miller.) J. Miller highlighted items where spending is not necessarily consistent each month. The reports will be filed.

Committees:

Building & Maintenance – B. Socha shared a draft of a letter to the landscaping service provider outlining the Board's disappointment with the service and poor communication. He and J. Miller will meet to proofread and add specific details surrounding dates of service. Also discussed: winterization of the sprinkler system and the need to double-check the parking lot lights for daylight savings time.

Personnel Committee – J. Miller informed the Board that all of the individual performance evaluations have been completed and reviewed with the staff. Generally, they are all performing well with a few individual critiques for improvements. J. Miller reported that some of the staff did request specific training on conflict resolution and what to do during an altercation amongst patrons. The Personnel Committee (S. Warner, B. Mazzoli) have begun working on J. Miller's performance evaluation.

Friends of the Library Liaison – B. Mazzoli reported that the Friends of the Library book sale last weekend was a success with high attendance and enthusiasm during the sale. It was also noted that it appeared more organized this time making browsing by author/genre easier.

Old Business:

- The next Strategic Planning Committee meeting will be held on October 15, 2018.
- The two broken phones have been fixed with an audible ring and a refurbished unit was purchased for Francie's workstation. All of the library's phone extensions are now fully functional. The total cost was approximately \$200.

New Business:

- B. Socha requested that the Board actively pursue the Library's inclusion in the Somers Schools' emergency preparedness plans. The Board expressed concern over the lack of the library's inclusion in the lockdown drills in the education complex. It was unanimously felt that, given the library's close proximity to the schools, the library should be equally prepared in the event of an active shooter on the campus. Items to be considered: shelter-in-place locations, entry barriers, etc. B. Socha will contact the Somers Troopers' office to request a visit and recommendations. This item will remain on the agenda until adequately addressed.
- S. Warner informed the Board that the Library Board's Bylaws still need to be reviewed. A copy of the current bylaws was distributed to all Board members.

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 November 5, 2018.

Respectfully submitted,
Lisa Gladysz