

Library Board of Directors
Somers Public Library
November 5, 2018

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

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

Minutes from the October 1, 2018 meeting were presented and reviewed. Motion made to accept: A. Phillips; seconded: B. Socha. (Abstentions: E. Grayson, M. Gruber) Passed.

First and Second Audience of Citizens: None

Treasurer's Report:

The Treasurer's Report was distributed and discussed. Highlights were discussed, including the receipt of income from the Neelans investment. The report will be filed for audit.

Correspondence: None

Financial Business:

Invoices were presented for authorization. Motion made to approve the invoices presented for payment, B. Mazzoli; seconded, M. Gruber. Approved.

The year-to-date budget to actual report for October 2018 was distributed and accepted as presented. J. Miller highlighted the spending and income items.

J. Miller received a letter from the Town of Somers Assistant Finance Director notifying the town departments that the budget submission timeline has been accelerated, with a due date of January 4, 2019. The Budget Committee will work to have a budget draft for the Board's review at the next Board meeting.

Committees:

Building & Maintenance – B. Socha sent the letter of complaint to the landscape contractor, who apologized but has done little else so far. They are currently scheduled to perform the fall clean-up the third week of November. Two other items were noted: (1) the American flag is tattered and needs to be replaced. B. Socha will contact Dave M. of the American Legion to see if he can assist. (2) The drywall around two of the skylights in the vestibule is peeling/cracking and in need of repair.

Personnel Committee – S. Warner reported that the committee had completed J. Miller’s evaluation. A motion was made by L. Gladysz to take the meeting into executive session and dismiss J. Miller from the meeting. A. Phillips seconded the motion. Passed. Discussion ensued. B. Mazzoli made a motion to conclude the executive session and invite J. Miller back to the Board meeting. L. Gladysz seconded. Passed and the meeting continued.

Friends of the Library Liaison – B. Mazzoli reported on the proceeds of the 2018 Friends of the Library book sales. The sales raised \$3,949.50 in September and \$4,160 last Spring. September’s sale netted over \$1,600 more than the September 2017 sale. The higher proceeds were attributed to a larger volume of books donated for the sale.

Old Business:

- Bylaw review – no action. This will stay on the agenda for next month.
- Strategic Planning Committee – A. Phillips reported that the committee is doing research and looking at plans for libraries comparable in size to Somers for ideas. Francie Clark has asked the library staff for their feedback on how the library performed in regards to goals set in the previous strategic plan.
- Emergency Preparedness – B. Socha and J. Miller participated in several meetings regarding the library’s emergency preparedness and pursued inclusion in the Town’s plans. An on-site follow up meeting was conducted November 5th, with Town, fire, and police personnel visiting the library to make recommendations. Recommendations included, but were not limited to:
 - Shatterproof films on the lower level windows
 - Installation of a Sonitrol alarm system which would be connected to the schools’ systems
 - Remote camera system which could be accessed by police
 - Fencing around vulnerable outdoor equipment, such as the A/C unit
 - Removal of the exterior door handles on emergency only exits
 - Staff training as systems and procedures are put in place

The board was encouraged and glad to hear that progress has been made. The board will keep this item on the agenda to maintain the momentum.

New Business:

- With the holidays approaching, A. Phillips made a motion to give all of the staff and volunteers poinsettias in appreciation of their efforts. Seconded by E. Grayson. Motion passed. J. Miller will order the plants and coordinate their distribution.

Director’s Report:

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

Meeting was adjourned at 7:45pm. Next meeting will be December 3, 2018.

Respectfully submitted,
Lisa Gladysz

MINUTES NOT OFFICIAL UNTIL APPROVED AT A SUBSEQUENT MEETING