

Library Board of Directors  
Somers Public Library  
December 3, 2018

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

Shirley Warner called the meeting to order at 6:31pm.

Minutes from the November 5, 2018 meeting were presented and reviewed. Motion made to accept: B. Mazzoli; seconded: K. Worcester. (Abstentions: S. Renzoni) Passed.

*First and Second Audience of Citizens:* None

*Treasurer's Report:*

The Treasurer's Report was distributed and discussed. S. Renzoni also presented a report from John Ruocco, Investment Advisor with Asset Management Associates, showing the Board's investment holdings, portfolio performance, and calculation of the advisory fees for the six months ended October 31, 2018. The reports will be filed for audit.

*Correspondence:* None

*Financial Business:*

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

The year-to-date budget to actual report for November 2018 was distributed and accepted as presented. The report will be filed for audit.

The Budget Committee presented a proposed budget for the 2019 – 2020 fiscal year. J. Miller reviewed each item in the budget packet, including comparisons to prior years, documentation explaining significant line item changes, and detailed support for each category of expenditure. Active discussion ensued. E. Grayson made a motion to approve the library operations budget, as presented. Seconded: A. Phillips. Motion passed. The budget will be submitted to the Town of Somers.

*Committees:*

Building & Maintenance – It was reported that the fall grounds clean-up was performed on November 28, 2018.

Friends of the Library Liaison – J. Miller attended the last meeting and reported the following: Snacks with Santa is coming up next weekend; the Friends are working on strategies to streamline the physical book donation process and storage; the Friends have provided materials for the children’s program “1,000 Books Before Kindergarten” to encourage early reading.

Strategic Planning Committee – A. Phillips reported that things are progressing. The Committee received constructive feedback from the library staff. Key areas include: coordination with Somers school librarians, technology, programs. The Committee is working on survey questions for a town wide survey. An electronic platform will be used. The Committee is also pursuing ways to better include the senior citizens in town. A. Phillips also noted that he will be stepping down from the Committee and E. Grayson will replace him as the Board representative.

*Old Business:*

- Bylaw review – S. Warner circulated a marked-up draft of the current bylaws for review by all Board members. Board members were asked to review and provide comments/feedback at the next meeting.
- Emergency Preparedness – J. Miller updated the Board on recent small changes that have taken place in the library – namely a change in the front door access requiring all visitors to the library to enter a single set of doors and securing the staff room from external entry. A representative from 3M also visited the library to take measurements to quote a protective, shatter-resistant film on the lower sections of the windows. A quote is pending from Sonitrol for alarm/camera/security system options. Staff training in “Run, Hide, Fight” will be conducted soon. This item will continue on the agenda to maintain momentum.

*New Business:*

- The schedule of Board meetings for 2019 was presented along with proposed library closing dates for holidays and other events. Discussion ensued regarding certain holidays. A motion was made to approve the meeting schedule and the closing dates as presented with the exception of Veterans Day. Motion made: L. Gladysz. Seconded: S. Renzoni. Motion passed. The library will remain open on Veterans Day as the Somers Schools are also open and the library will pursue a program to recognize the service of our US veterans.

*Director’s Report:*

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

Meeting was adjourned at 8:05pm. Next meeting will be January 7, 2019.

Respectfully submitted,  
Lisa Gladysz