

Library Board of Directors  
Somers Public Library  
November 4, 2019

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

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

Minutes from the October 7, 2019 meeting were presented and reviewed. Motion made to accept: G. Grayson; seconded: A. Phillips; Passed.

*First and Second Audience to Citizens:* None

*Correspondence:* None

*Treasurer's Report:*

The Treasurer's Report was distributed and notable income and expense items were discussed. The report will be filed for audit.

*Financial Business:*

Invoices were presented for authorization. Motion made to approve the invoices presented for payment, A. Phillips; seconded, G. Grayson. Approved.

The September budget to actual report was distributed and individual items discussed. The report will be filed for audit.

J. Miller reviewed the FY 2021 budget process and submission timeline. The process will be same as the prior year, with the budget due to the town on January 2, 2020. Therefore, the Board will need to approve the budget at its next meeting in December.

*Committees:*

Building & Maintenance – The library may have one HVAC issue in the story time room. J. Miller will have the DPW check it out. It may warrant an outside service call.

Friends of the Library Liaison – B. Mazzoli reported that the Friends' fall book sale took in total proceeds of \$3,813.36, with an additional \$111 from the sale of cookies. The total was close to the prior year, with record sales on Saturday making up for the slower Friday night, likely due to the inclement weather.

Strategic Planning Committee – G. Grayson reported that the committee completed its quantitative analysis of the survey and is now doing a qualitative of the respondents' comments. The committee feels that the survey

was valuable and worth the \$300 cost for Survey Monkey. The committee will next determine if adjustments need to be made to the strategic plan based on the survey results. The results will be made available to the public at some point in the future when the committee's review is complete.

*Old Business:*

Gutters – the library received a proposal for \$3,600 from Aitkens Gutters LLC to clean the building gutters (\$200) and install Kleen Guard (\$3,400), as the previous gutter maintenance system is not functioning or is missing due to wear and tear over the last ten years. G. Grayson made a motion to approve the Aitkens proposal and move forward with the work. K. Worcester seconded. Motion passed.

Shades in the story time room – the library received quotes for two window shade options for the stained glass window in the story time room. One for aluminum blinds and one for a retractable shade similar to others in the building. The cost difference was minimal, but the Board felt the shade was a better option. A. Phillips made a motion to proceed with the shade option at a cost of \$565.51. Seconded by M. Gruber. Motion passed.

*New Business:*

The proposed 2020 Board meeting dates and library holiday closure dates were reviewed and discussed. L. Gladysz made a motion to approve both sets of dates as presented. B. Mazzoli seconded. Motion passed. The dates will be sent to the town.

The Board discussed the holiday staff appreciation gifts. M. Gruber made a motion to spend up to \$360 on holiday gifts for the staff and volunteers to show appreciation for their efforts. G. Grayson seconded. Motion passed.

J. Miller was excused from the meeting while S. Warner reviewed her performance evaluation as Library Director with the Board. The Board concurred with the evaluation and suggested additional commentary. S. Warner will revise the evaluation and submit it to the town. J. Miller returned to the meeting once the review was concluded.

*Director's Report:*

J. Miller reviewed the Director's report with the Board, which outlined all of the activities, maintenance, event attendance, and programs that occurred at the library during October. The report was accepted as presented.

Meeting was adjourned at 8:02pm. Next meeting will be December 2, 2019.

Respectfully submitted,  
Lisa Gladysz

MINUTES NOT OFFICIAL UNTIL APPROVED AT A SUBSEQUENT MEETING