

Library Board of Trustees  
Somers Public Library  
December 12, 2023  
Special Meeting

*Members Present:* Catherine Embriano, Mike Gruber, John Kelleher, Jack Kertenis, Ann Levesque, Marybeth Marquardt, Andy Phillips

*Absent:* Lisa Gladysz, Bob Socha

*Also present:* Joanne Nichting, Library Director

Chairperson Andy Phillips called the meeting to order at 6:30

*First Audience to Citizens:* None

*Approval of Minutes:* Minutes from the November 14, 2023 meeting were presented and reviewed. Ann Levesque moved to approve the minutes; seconded by Catherine Embriano. Unanimously approved.

*Correspondence:* none

*Treasurer's Report:* Report presented. Report will be filed for audit.

*Financial business:*

The year to date budget was reviewed.

A motion was made by Marybeth Marquardt to approve the proposed FY 2025 budget that was presented at the November meeting. Mike Gruber seconded. Unanimously approved.

Joanne Nichting informed the Board of potential dates to present the FY 2025 budget to the Board of Selectmen. After discussion, the board selected January 18, 2024 as our first choice and January 11, 2024 as our second. Joanne will let the board know which date is chosen and will send reminders to the Board.

The Board reviewed the idea of changing the mechanics of how checks from our Webster bank are cut. Checks would be drawn directly from our Webster account without the need for Marybeth to write and drop off checks to the library. The town would not be able to deny any payments that the Board authorizes. Catherine Embriano questioned if turnover or changes with the town would create any issues. Discussion followed and Joanne stated that this change would put the Library in line with other town departments. It would also simplify providing tax forms to payees. In addition, this change would not provide access to the Schwab Endowment Funds. Transfer and use of these funds remain subject to Board of Trustees approval. Ann Levesque made a motion to allow Joanne Nichting, Library Director to submit invoices to the town so that the town may issue checks from our Webster Bank account and tax forms on behalf of the Library Board. Mike Gruber seconded the motion. The motion passed unanimously.

*Old Business:* Joanne Nichting reported that the signage for the Warner Reading Room would be installed at 3:00 on Wednesday, December 13, 2023.

*New Business:*

Jack Kertenis moved to approve 2024 meeting dates as presented by Joanne Nichting. Ann Levesque seconded the motion. Unanimously approved.

John Kelleher moved to approve the 2024 holiday closing dates as presented. Catherine Embriano seconded. Unanimously approved.

The Board discussed holiday gifts for the staff. Following a discussion about tax implications, Joanne said that she would check with town hall and follow their recommendations. Mike Gruber moved to approve \$100 gifts for 11 library employees and up to \$250 for cards and gifts for library volunteers. Jack Kertenis seconded. Approved unanimously with John Kelleher abstaining.

*Director's Report:* Joanne informed the Board that the \$5000 grant for a teen center was approved. They will be weeding the nonfiction and moving books out of the Teen Room to make room. Purchasing of materials will begin shortly. Hoopla settings have been changed resulting in a large decrease in the bill. The town is looking at different ways to create IDs for library employees. Joanne spoke positively about Taylor Reynolds, the newest employee at the library. The report was accepted as presented.

*Second Audience to Citizens:* none

Meeting was adjourned at 7:47

Respectfully submitted, Andy Phillips

**Minutes not official until approved at a subsequent meeting.**