

**HALL MEMORIAL LIBRARY**  
**BOARD OF TRUSTEES**  
**MEETING**  
*January 8, 2019*

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TOWN CLERK

- I. Chair John Halloran called the Regular Meeting of the Hall Memorial Library Board of Trustees to order at 7:05 PM. Board members present were Mary Blanchette, Janet Wieliczka, Judy Stomberg, Mary Cone, and Gabbi Mendelsohn. Staff members Patricia Grundman, Childrens Librarian and Assistant Library Director, and Susan Phillips, Library Director were present. Marcia Downs was present as Recording Secretary.
- II. Citizen's Forum – Staff Members Debi Cormier and Cheryl Chamberlin were present; Francie Berger joined at 8:10 PM. Human Resources Coordinator Marie Suave, Public Works Director Tim Webb, and Board of Selectmen/Library Liaison Melinda Ferry were also present.
- III. Approval of Minutes of the November 2018 meeting (Blanchette/Stomberg) - The minutes were reviewed by members present and were unanimously approved.
- IV. Building Maintenance/Custodian – Tim Webb reviewed the proposal for a new Custodian position to cover both the Library and the Senior Center. Marie Suave explained that funding for this position will come out of the Library and Senior Center budgets for the remainder of this fiscal year. Tim proposed the effective date of the reorganization to be 3/1/2019, which will allow time to fill the new position.
- V. Treasurer's Report - Sue Phillips circulated the Board Category Report and reviewed the items with the Board Members.
- VI. Current Year Budget – The budget report for this period was reviewed. We are halfway through the year and in general the budget reflects the appropriate spending
- VII. Library Director's Report – The report was reviewed and discussed, especially noting that the carpet replacement is finished and has had rave reviews from patrons and staff. The refinishing of the hardwood floors was also done with great results. A punch list remains to be finished, overall the project was a success. Public Works staff moved furniture and were overall helpful. Public Works have been painting interior walls with great success. Minigolf at the Library will be held on Saturday, February 2, from 10am-6:30pm. Hours have been extended to accommodate more participants. Sue asked to close the Library at 3pm on Friday to allow more time for setup. All agreed.
- VIII. Friends of the Library Report – Sue Phillips reported that the annual Cookie Sale was a huge success. The cookie trays were sold out in 45 minutes, a new record.
- IX. Old Business – Carpeting: As noted in the Directors Report the project was a huge success. Floor Refinishing and Furniture Moving: Discussed in the Library Directors Report. Interior Painting: Public Works staff are currently painting on the second floor. They have completed the McKnight Community Room and adjoining hallway. Due to the cement and plaster walls and the water damage that needs to be repaired a

professional painting contractor may be hired to do that area. Roof Repair: Tim Webb reported that the roofing project has been reevaluated. An engineering firm has been hired to inspect the roof and also to plan for solar panels. The project will be put out to bid again.

- X. New Business – Building Maintenance/Custodian –The motion was made (Blanchette/Wieliczka) to: Eliminate the position of Library Custodian effective March 1, 2019. The motion was made (Blanchette/Stomberg) to adopt the plan for a combined custodian for the Library and Senior Center, to be under the control of Public Works. Bylaws: Copies were distributed to review; action to be taken in the next meeting. Policies – The Personnel Policy Statement changes were reviewed and will be voted on at the next meeting. - 2019–2020 Budget – To be presented at next meeting.
- XI. Trustees’ Concerns – Charter Changes – No discussion.
- XII. Correspondence – None.
- XIII. Adjournment – The meeting was unanimously adjourned at 8:40 PM (Blanchette/Stomberg).

Respectfully submitted,

*Marcia H Downs*

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*Recording Secretary*