

**HALL MEMORIAL LIBRARY
BOARD OF TRUSTEES
MEETING
February 13, 2019**

RECEIVED 2/19 20 19
AT 7:10 AM/PM
DIANE H. MCKEEGAN
ELLINGTON 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, and Mary Cone. Board Member Gabbi Mendelsohn was excused. Susan Phillips, Library Director, was present. Marcia Downs was present as Recording Secretary.
- II. Citizen's Forum – Staff Member Cheryl Chamberlin and Peg Busse, President of the Friends of the Library, were also present.
- III. Approval of Minutes of the January 8, 2019 meeting - The minutes were reviewed by members present and were unanimously approved (Blanchette/Wieliczka).
- IV. Treasurer's Report – Sue Phillips presented the report, showing balances in the Fine and Gifts Accounts, as of 2/13/19. Also included was the Running Activity amounts for January 2019.
- V. Current Year Budget – The budget report for the period was reviewed, and we are in good standing.
- VI. Library Director's Report – The report was read and discussed, noting these highlights: A designated work space was created for Francie Berger. Public Works has nearly completed the painting project, and have been generally helpful with the day-to-day things that come up. There were leaks in the roof during a storm in January, causing damage to the newly-painted ceiling and walls in the Children's Room; the carpet was not damaged. At their meeting of February 11, The Board of Selectmen voted to explore the purchase of 99 Main Street, which abuts the Library property, for the purpose of parking lot expansion. Our participation in the "1,000 Books Before Kindergarten" program begins March 1st. This is a national program to promote literacy and the love of reading. We have partnered with the Ellington Literacy Council for promotion of this program. Mini-Golf was held on February 2nd, and was a huge success. There were over 400 golfers and fun was had by all. Due to the weather, the Library was closed on Sunday, January 20 and closed at 12:30 on Tuesday February 12th.
- VII. Friends of the Library Report – President Peg Busse reported that Mini-Golf was a huge success, raising approximately \$10,700.00. The final amount is not yet available as there are still outstanding expenses. She went on to say that the Friends has a substantial amount of money to spend, and are eager to help with new ideas in the library. She shared that the next bag sale will be the weekend after Easter, April 26th, 27th, and 28th.
- VIII. Action Items - By-Laws – The bylaws were reviewed and approved with no changes (Blanchette/Stomberg). – Policies – Revisions to the Personnel Policy Statement, clarifying holidays and holiday pay, were unanimously approved (Wieliczka/Cone). – FY2019-2020 Budget – The budget request for FY 2019-20 was presented and

discussed. It was unanimously approved to submit to a budget request of \$663,417 for FY 2019-20 (Wieliczka/Cone). April 9, 2019 Meeting – After a brief discussion, it was decided to keep the meeting date as is, and the meeting will be brief to accommodate attendance at the Budget Public Hearing being held later that night. – Employee Retirement – Library Custodian John Abate submitted his intent for retirement effective February 28, 2019. With much regret his resignation was accepted (Blanchette/Stomberg).

- IX. Trustees' Concerns – Mary Blanchette questioned the management of the coffee bar area and also raised the concern about the need for a Health Dept. permit. Sue Phillips explained that the coffee bar area is maintained by the staff and the cleaning people. She will investigate the permit. Judy Stomberg asked about the progress of the staff team-building process. Sue Phillips answered that the consultant communicated that the results would be finished by the end of the month and will be communicated to the Board in March. Judy Stomberg shared her suggestion that the Library have an open house for the Board of Selectmen and the Board of Finance to illustrate all that the library does. Everyone thought it was a good idea.
- X. Correspondence – None.
- XI. Adjournment – The meeting was unanimously adjourned at 8:45 PM (Stomberg/Wieliczka).

Respectfully submitted,



Marcia H. Downs