

**BOARD OF TRUSTEES**  
**MEETING**  
**March 12, 2019**

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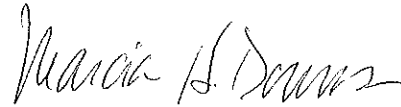
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ELLINGTON  
TOWN CLERK

- I. Chair John Halloran called the Regular Meeting of the Hall Memorial Library Board of Trustees to order at 7:00 PM. Board members present were Mary Blanchette, Janet Wieliczka, Judy Stomberg, Mary Cone, and Gabbi Mendelsohn. Staff members Susan Phillips, Library Director and Patricia Grundman, Childrens Librarian and Assistant Library Director were present. Marcia Downs was present as Recording Secretary.
- II. Citizen's Forum – Staff Members Debi Cormier and Cheryl Chamberlin were present. Peg Busse, President of the Friends of the Library, was also present. She had food for thought concerning a Business Contingency Plan for the Library.
- III. Approval of Minutes of the February 2019 meeting (Blanchette/Wieliczka) - The minutes were reviewed by members present and were unanimously approved with the addition of the statement: The results of the Wheeler Employee Assistance Program were discussed, and it was agreed that the Board of Trustees will review the report before the employees see it.
- IV. Treasurer's Report - Sue Phillips circulated the Board Category Report and reviewed the items with the Board Members.
- V. Current Year Budget – The budget report for this period was reviewed.
- VI. Library Director's Report – The report was reviewed and discussed. Highlights included: the new Custodian, Gary Berube, started on March 11, 2019. The consultant from Wheeler Employee Assistance has compiled the information from the employee interviews and has prepared a program to be presented on Wednesday April 3, 2019. With Board approval the Library will be closed from 10:00 to 12:00 so that the employees can participate. The Town will celebrate Earth day on April 27, 2019; the Library will participate. Our annual Payment Card Industry compliance survey was completed last week for both systems, and our annual E-Rate application, which provides Federal funds towards our telecom expenses, was also submitted.
- VII. Friends of the Library Report – Peg Busse reported that the next Bag of Books Sale will be held on April 26th, 27th, and 28<sup>th</sup>. She discussed the setting up of the books for the sale, and the manpower needed to accomplish this. This time the moving of the boxes of books will start on Tuesday afternoon and the unpacking will begin on Wednesday.
- VIII. New Business – Policy Review – The Credit Card Acceptance/Information Security Policy was discussed and unanimously accepted (Wieliczka/Stomberg) as amended. And the Computer and Internet Use Policy was also accepted (Blanchette/Mendelsohn) as amended. - Team Building Update – A report from the Wheeler Employee Assistance consultant was reviewed along with a list possible workshop topics.

- IX. Trustees Concerns – The Town continues to consider the sale of the property next door. An engineer inspected the roof for possible solar array.
- X. Correspondence – None.
- XI. Adjournment – The meeting was unanimously adjourned at 8:43 PM (Stomberg/Blanchette).

Respectfully submitted,

A handwritten signature in cursive script that reads "Marcia H. Downs". The signature is written in dark ink and is positioned below the typed name.

Marcia H. Downs