

**Hall Memorial Library  
Board of Trustees Meeting**

**Hall Memorial Library  
93 Main Street  
Ellington, Connecticut**

**10 September 2019  
7:00 PM**

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ELLINGTON  
TOWN CLERK

**I. Call to order**

The meeting was called to order at 7:02pm by Chair John Halloran. In attendance: Judy Stomberg, Janet Wieliczka, Gabby Mendelsohn, Mary Cone, and Library Director Susan Phillips. Mary Blanchette was excused.

**II. Citizen's Forum**

None

**III. Approval of Minutes of June 18, 2019**

The minutes of June 18, 2019 were unanimously approved as presented (Stomberg/ Wieliczka).

**IV. Treasurer's Report**

The Treasurer's report was presented and discussed.

**V. Current Year Budget**

FY2019-20 budget expenditures to date were presented and discussed.

**VI. Library Director's Report**

The Library Director's report was presented and discussed. Highlights: July circulation was highest ever at 14,088. The new games collection was very popular. The Friends once again funded summer program activities. Memorial donations in honor of staff member Marcia Downs have been received. Thanks to the Friends of the Library and the Beautification Committee for the beautiful plantings at the front door. The Very Harry Summer summer reading program was a huge success and enjoyed by all ages. Sewing programs were also popular.

**VII. Friends of the Library**

Friends of the Library President Peg Busse reported that the fall Bag of Books sale has been cancelled due to lack of volunteers. While mass book sales garner a substantial profit, they also need many volunteers to plan, organize and run. Instead, several smaller one-day sales are being planned.

**VIII. Old Business**

Building Maintenance: Remaining issues with the carpeting project have been resolved.  
Roof/Solar Panels: The reroofing of the new section of the building was completed over the month of July. The crew from Dzen Roofing was efficient and respectful of the needs of the library and patrons. Some damage to interior areas was sustained due to heavy rains during the

process. Permits for the solar project have been received; that project will start in the near future.

Long Range Planning: Next steps in the long-range process were discussed. Board members will review the document "Aspen Action Guide: Tool for Library Strategic Planning".

99 Main Street: No new news

#### IX. New Business

FY2018-2019 Budget Reimbursement: The close out of the FY 2018-19 budget was reviewed and the reimbursement amount of \$17,141.15 was presented and unanimously approved (Wieliczka/Mendelsohn).

Capital Improvements 2020-2021: Possible building maintenance projects were reviewed, including painting of the walls and ceilings of the first floor of the old area, replacement of the vinyl floor areas, and repair to the HVAC fan coil units. These items will be passed to Public Works.

Policies: The new sewing machine certification and use procedure was reviewed.

Staff changes: Linda Judd, Library Assistant I, has retired after 21 years; Heidi Hoffman, Library Assistant I and former Page has left to attend college; Bookkeeper Marcia Downs passed away on August 13. Taylor Paton has been hired as a Library Page. She will work 2 Saturdays out of a rotation of 3, for 4 hours each day and earn \$10.10/hr.

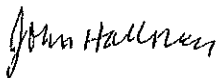
#### X. Trustees' Concerns

Judy Stomberg asked about staff reviews and was informed that they have been completed.

#### XI. Adjournment

Meeting unanimously adjourned at 8:15pm. (Stomberg/Cone)

Respectfully submitted,



John Halloran, Chair