

Willington Public Library
Board of Directors Meeting Minutes
Friday, September 11, 2020

- I. **Call to Order-** Meeting has held online per COVID- 19 requirements. Cari called to order at 6:05 PM.

Present- Cari Donaldson, Elena Testa, Kathy Ryan, Karenann Caldwell, Sarajeon Park, Erika Wyciensky (ex-officio member), Deb, Linares and Hope Gove along with others present online. Joy Wrona arrived at 7:08 PM.

Motion by Cari Donaldson ' to move item VIII (A) "Executive session: Pending Legal Matter" to the beginning of the meeting'. Elena 2nd. All in favor. Motion passed.

- II. **Executive Session** called to order at 6:10 PM.

The Board invited the following to the executive session: Erika, Deb, Hope, Ryan O'Donnell (Town Attorney).

Cari made motion to leave Executive Session. Karenann 2nd. The Board came out of Executive Session at 7:00 PM.

- III. **Approval of Minutes** from the Special Meeting held on August 24, 2020. Motion made to approve minutes. Motion passed. Motion to table the approval of minutes from the regular meeting on August 14th, 2020. All in favor. Motion passed.

IV. **Interim Co- Acting Directors Report**

Year End Revenue Taxes (2018- 2019 & 2019- 2020)- Mr. Navartil will turn in this year's library taxes before November.

Reopening- The library will reopen with a soft opening in October. Starting Mon., October 5th, Mondays will be donation days through appointments only. Adult computers will be available by appointment only starting Wed., October 7th, between 1:30- 2:30 and 3-4 PM. There will be no checking out of books or browsing of shelves. Family Days will be on Sat. starting October 3rd with one family at a time. Children will be able to choose books at this time. Again this is by appointment only.

Safety Procedures- Masks are required. Temperatures will be taken at the door. Hand sanitizer will need to be used upon arrival. Patrons will be asked to provide contact information and answer a short tracing document also upon arrival. No bathroom usage will be allowed for any patrons, except by staff approval.

Programing- Children will be able to write letter, draw pictures, etc. for Ollie. They will be provided a craft bag that they can make. More information will be posted on the library website. Grapevine wreaths will be a project everyone can be involved with making outside.

Halloween- Halloween will take place at the library on Oct. 31st from 1-3 PM. Children can have their picture taken in front of the library's decorations. More info on this event will be posted on the website.

Custodial work- The staff has been pitching in to keep the library clean.

Cleaning quotes- Den and Hope have been getting cleaning company quotes and seeing what fits into the allotted budget.

CEN & E-RATE- The library needs to improve the quality of their internet and to do so, we need to apply for e-rate funds and put out bids. There are forms to be completed and Bibliomation will be contacted so they can help will walk Deb and Hope through this process.

Tolland Mutual – They will be phasing out the library's alarm monitoring business, so the library needs to search for a new service. Maybe the library could work with Tolland County Mutual Aid Fire Services as they also service the town.

ILL- The Inter Library Loan process has been going great!

Further Training// Education- The staff is continuing to take advantage of the many resources available to them.

Website- Corrections have been made to the website

Annual Report- The library needs to submit their annual report and will look into this.

Pro- Bono lawyers- Deb stated that lawyers need to work 50 hours for a non- profit and that the library could look into this.

Savings- Frontier- August bill was \$192.01 and September bill is \$125.20. Savings= \$66.81.

Savings- Eversource- May 19- June 1, 2020- \$1,253.31 and current bill July 21- August 19, 2020 is \$758.95. Savings= \$494.36.

Banking- The library credit card with Brittany's name on it has been closed and a new card in the name of the Library has been opened.

Investment Banking statements need to be addressed.

V. Treasurer Report

Karenann reported that as of 8/31/2020, the library's Total YTD Expenditures was \$17,084.28 (not including \$3,806.35 encumbrance) and the Total YTD Revenues was \$379.63.

VI. Policy Committee Report

Article I- Elena made a motion to add 'passed on 12\14\2010' to 'Statutes Chapter 146 Section 9-207 and Chapter 190 Sections 11-20 and 11-21 and by an ordinance to establish a Willington Public Library and Board of Directors passed on 12\14\2010'. Cari 2nd. All in favor. Motion passed.

Article II- Elena made a motion to add 'Special meetings may be called by the Chair or by written request of two board members'. Cari 2nd. All in favor. Motion passed.

Article IV- Elena made a motion to add ' shall notify members of all meetings and' to the sentence 'The Chair shall notify members of all meetings and conduct Board meetings subject to the approval of the Directors and perform any other duties required of the office.'

Article V- Elena made a motion to add the sentence 'Termination of the Director will require two weeks advance notice in writing by either party.' Cari 2nd. All in favor. Motion passed.

Article X- Elena made a motion to add 'that notice of said amendments has been given at a previous meeting' to the end of the sentence 'The Bylaws of the Library Board of Directors may be amended by a two-thirds vote at any regular meeting providing that notice of said amendments has been given at a previous meeting.' Cari 2nd. All in favor. Motion passed.

VII. Present To Speak

VIII. Communications- Cari shared an email from Donna in that Clevell Roseboro's electronic signature still on the printed checks for the library and that this should be changed. Elena made a motion to change Clevell's electronic signature to Deb and Hope's names as Co- Interim Directors on the checks. Cari 2nd. All in favor. Motion passed.

IX. Old Business- Update on Legal Issues

X. New Business- discussion regarding hiring secretary. This discussion consisted of using Zoom for transcripts (which are not very helpful as they are voice recorded and many times the word are not transcribed as spoken) or hiring a secretary at \$20./hour as other town boards (this would be another budgetary item for the library, which is currently already having financial difficulties). It was discussed to table this issue for 2 months, until the November meeting.

XI. Adjournment

Cari made a motion to adjourn the meeting at 8:35 PM. Joy 2nd. All in favor. Motion passed.

Respectfully Submitted,

Joy Wrona
(Secretary)

TOWN OF WILLINGTON, CT

Received for record September 21, 2020

At 12:49 PM Rina