

Willington Public Library Board of Directors
Regular Meeting
Friday, August 14, 2020

1. Call to order

Cari called the meeting to order at 6:08 PM. In attendance were Cari, Joy, Elena, Karenann, Kathy, Sarajeane, Erika and others from the town. This meeting was held via Zoom per Covid- 19 restrictions.

2. Approval of minutes from 2/25/2020 and 7/10/2020.

Cari made a motion to approve the minutes from 2/25/2020. Joy 2nd. Kathy, Karenann and Sarajeane abstained. Minutes passed. Cari made a motion to accept the minutes from 7/10/2020. Sarajeane and Kathyann abstain. Minutes passed with the exception of the additional changes as noted- Under IV. Acting Director Report- "Curbside pick up has started, currently it is Tues.- Sat. 12-4", the time should read 1-4. Also, "Connecticut State Library fees are used for training staff, resources, Zoom meetings, etc.", take out Zoom meetings. In next paragraph, the cost of \$7222 should read \$200. After V. Policy Committee Report, in paragraph that starts with "Discussion ensued regarding these changes." Changes "overlooked" to "looked over".

3. Acting Director Report

Hope gave a report of budgeted line items where both she and Deb have located costs that were to be reduced resulting in savings for the library. She reported that under Office Supplies, they were able to save money by cancelling the Form Swift account. They have returned items to Staples. For the copier, the library owns it, so no further charges should be accrued for service as they only pay for paper used. Also, double-sided copies are now being done to save on paper usage. They are looking into buying their own water cooler so as to stop leasing the one they are using currently. For Building Maintenance, since Willimantic Waste has a higher cost than the budget, they have cancelled the service and have been taking the trash to the dump themselves. Other budgeted services were mentioned and may be used as needed. The line item for Postage could be eliminated. Under Telephone, the library has been paying astronomical charges and a great savings can be made by changing to a different phone company with a different plan. Under Electricity, unfortunately, the library has overspent on this line item and after talking with the electrical company, have learned that the rate is going up. With Propane, they have switched companies and have made tremendous savings. Under Books, the library has been using their B&T account, which is cheaper than ordering books through Amazon. For Custodial Services, the library now has a new account which has resulted in cutting cost. For credits and refunds, Hope made mention that they have received a credit from Amazon for books not received in the amount of \$117.31 and other items in the amount of \$497.95. The library had 2 credit cards in past director's names and have since closed one of those accounts, resulting in a credit of \$130.29 and had reversals of late fees for a credit of \$156.00. Items were also returned for a credit of \$214.23. The other credit card has a credit balance of \$267.99, which a check can be issued in this amount when this card is cancelled. Please be assured that Deb and Hope are scrutinizing every item that comes their way.

4. Present to speak. None.

5. Communications.

Cari has received a letter from some townspeople concerned with the way the library has been run in the past under the prior director. A discussion ensued regarding financial irregularities with library funds. Cari made a motion

to look more in depth at the misappropriation of funds. Karenann 2nd. Motion passed unanimously. The library has since received 2 checks from Clevell for repayment of what he owes the library. Erika stated that the library should not cash those checks until we talk with the town attorney and to hold on to them.

6. New Business

Cari made a motion to form a sub-committee to create the requirements of hiring for a new library director. Kathy 2nd. Motion passed unanimously. The sub-committee for a new library director consists of Cari, Joy and Kathy.

7. Adjournment, Cari made a motion to adjourn the meeting. Kathy 2nd. Meeting adjourned at 7:47 PM.

Respectfully Submitted,
Joy Wrona
Secretary