

**Willington Public Library**  
**Board of Directors meeting**  
**Regular meeting minutes**  
**December 10, 2019**

**Present-** Clevell Roseboro, Joy Wrona, Chris Brown, Cari Donaldson, Julie & Donna (members of The Friends of The Library) & Joaquin Donaldson (public member)

**Call to order-** was made at 7:12 PM.

**Approval of minutes-** approval of minutes from October 12 and October 20, 2019- Motion made by Cari. Seconded by Chris. Motion passed.

**Reports**

**Treasurer's Report-** Cari stated that all of the Library's accounts have been switched over. The CD matures next year. We need to find a new, higher interest rate.

**Director's Report-** Clevell discussed the Treasurer duties, finance management and payroll. He would like to set up a meeting with the principals on the account and the board members to have the board be more informed on the Library's accounts.

**Present to Speak-** None

**Communications-** None

**Old Business**

**January Meet & Greet with Library Director and Library Board-** Clevell recommended having music and dance at the Meet & Greet along with alcohol. Clevell will look into making a policy to allow alcohol to be brought into the Library, but only in a certain part of the Library.

**Paid Time Off/ Sick Days Policy-** Barbara from the CT Library Association will be sending Clevell a list of library benefits from the state that he can use in making a policy for benefits for our staff..

**Key Loan Written Policy-** Clevell recommended timed keys cards that expire after a certain number of days. Chris recommended a drop off box. Changing the combination frequently and 3M technology was also discussed.

**New Business**

**Scheduling additional meetings in January February for budget planning-** This issue was discussed and the next budget meeting is Jan 18<sup>th</sup> at 2 PM.

**Announcements-** None

**Executive Session-** Session called by Cari at 8:10 PM.

**Adjournment-** Cari made a motion to adjourn. Joy seconded. Motion passed. Meeting was adjourned at 8:15 PM.

*Respectfully Submitted,*

*Joy Wrona*

TOWN OF WILLINGTON, CT  
Received for record 12/30/2019  
At 2:50pm Amy R. Jaworski C.