

Willington Public Library
Board of Directors Meeting Minutes
Friday, July 10, 2020

- I. Call to Order- Meeting has held online per COVID- 19 requirements. Cari called to order at 6:06 PM.

Present- Cari Donaldson, Elena Testa, Joy Wrona, Kathy Ryan, Karenann Caldwell, Deb, Linares and Hope Gove along with others present online.

Cari made a motion to table everything to go directly to the Executive Session first. Elena requested that instead of tabling the issue, we just move the Executive Session to the beginning of the meeting.

John Blessington made a comment that the Executive Session is not recommended for the personnel issue that is to be discussed, that it should be discussed in public. Cari made a comment that she discussed this issue with the town attorney and he said that this personnel issue would be an issue for the Executive session. John Blessington asked if an email had been sent from the town attorney and wished to see it. Cari was not comfortable with sharing her emails. Deb stated that she had information from the Library Commission and Director's booklet that states that personnel issues are to be done in Executive Session and read the pertinent information that states that personnel issues are to be discussed in Executive Session. Elena says that if we hold the Executive Session, the letter should justify the Executive Session. John Blessington commented that an opinion from the attorney is nice, but it is not legally binding and that he would file an FOI complaint.

- II. Executive Session

Cari made a motion to conduct the Executive Session at 7:17 PM. Cari made a motion to Vote regarding former Director's request for unused vacation pay. Elena 2nd. Vote- 1 yay- Joy, 4 nays- Car, Elena, Karenann and Kathy- 4 nays, no abstentions. Motion failed.

- III. Approval of Minutes from June 23, 2020.

Correction- IV. Discussion of Candidates and Vote to Select Interim Director

Cari made a motion to suggest the board keep things the way they are and keep Hope Gove as the Interim Director. Joy 2nd. Vote- 3 yays- Cari, Karenann, Joy, 1 nay- Elena, 1- abstain- Kathy. Motion passed.

Elena made a correction about IV- Approval of Minutes from February meeting. Cari made a motion to approve the minutes. Joy 2nd. Vote- unanimous. Motion passed.

- IV. Acting Director Report

Curbside pickup has started, currently it is Tues.- Sat. 12-4. Policies and Procedures have been added to the website. Self certification is currently being done, prior to opening. Staff is being trained on Verso. Payment Protection Plan for the staff is currently being looked into. The paperwork for a 501C loan will be started on Monday. Hope also discussed issues with the current budget. There is a list of items from FEMA and we should be receiving a little under \$6 K back around October. Our current cell phone plan is too high and we are looking into starting a new cell phone plan that would have a lower monthly charge. Copier fees are

losing money right now since we are not open and can't charge patrons. Connecticut State library fees are used for training the staff, resources, Zoom meetings, etc. Elena and Karenann both congratulated Hope and Deb on answering financial questions about the budget. Deb discussed the fact they have been able to find multiple ways to save the library money.

Karenann discussed that she can see money going into the budget, but does not see the money going out. Deb commented that they have to go through the budget line by line and because of this, they have found a lot of deductions to save money.

Deb stated that Tish never sees any statements or receipts, so Deb looked further into the matters and has found that the charges in question go back over 6 months. For the line item on the budget regarding 'Meals-REIM', Karenann stated that \$600 was budgeted, but \$7222 was spent. Deb doesn't have that a 'Meals-REIM' line, but it does say 'Miscellaneous'. Hope and Deb will look into this issue.

V. Treasurer Report

Krenann just received the budget from the town on Wednesday. We have a big concern- we are in a deficit by \$15,786. We do have savings on office supplies from the Corona virus, but we are still overspent. Our revenues are \$5K donation just under \$5K, but are totally wiped as they pay the library state aid from last year. The real bad news is salaries, as we overspent on Pages. Deb stated that the 'Friends' line is not revenue, it is used for programming. Deb submits a form for her programs to Tish and then every quarter the 'Friends' reimburse us, so it is even. Elena requested a special meeting to discuss our budget before we get further in the year. Deb commented that her and Hope have a firm hand on the budget. There are line items that need to be more defined or changed as they look further into this matter. Karenann stated that she needs to complete end of the month fiscal reports for May and June. She stated that if she washes off the 'Friends' line of \$464 revenue, of which we spent \$5219, making it a total of \$4755K, and if she takes that off total deficit of \$15K, it makes it around \$10K. Elena noted that the budget has \$15K for buying new materials which was not spent. Karenann said she didn't take that line item into perspective, only the salaries line. Deb discussed about the salaries that the library had incurred in order to be supported without a director. Karenann stated that If we don't fulfill the open position for Assistant, then the salaries for the pages we have employed currently would be fine. Deb stated that the Christmas bonuses line amount is not correct, but she will check with Tish on this. Karenann thanked Deb for the clarification on this line item.

VI. Policy Committee Report

Elena discussed that there are multiple issues that are grammatical. Elena would like to make a motion to give the policy committee ability to make all grammatical mistakes, instead of each one addressed to the board. Cari 2nd. Vote- yabs- unanimous. Motion passed. Elena mentioned that the by-laws on Google docs was revised in 2005, so we will be revising the by-laws that were revised in 2016 and a hard copy was found in the library.

On page 2, under Article IV- Officers- remove the words 'as necessary' from the last paragraph.

Under Article VII- Order of Business Procedure- add 8. Present To Speak' and correct the numbering.

On page 5, in the Policies and Procedures Manual under Philosophy, take out the last paragraph about the library being connected to the Board of Education.

On page 12, under Grant Application Policy, change the word 'received' to 'approved'.

On page 20, under Access to the Internet, change paragraph 5.

On page 20, Line 7. Take out entire line.

On page 21, Under Permission for Internet Use- if taking out #5 on page 20, then the permission Form for Internet Use is not needed.

On page 28, the Holiday Closing Policy is duplicated again as it is also on the working hours section. Remove entire page.

On page 30, under Public Access to Computers- Parents must sign the Internet Usage Form.

Page 34, Interlibrary Loan Policy- currently we have no money to participate in this policy now, so add 'When this program is operative' at the beginning and take out 'with the exception of research projects'.

Also, take out the word 'local' in the 3rd paragraph.

On page 37, Under Emergency Plan, remove this as we don't follow the Board of Education, although we do need to make our own Emergency Plan and will check with local libraries for examples of their policies.

Cari congratulated the policy committee on their work on this matter. Cari made mention about a few changes she had concerns about as she is uncomfortable about limiting power to new board members by changing this. Removing Internet permission slips, she is uncomfortable about removing it in entirety.

Kareann requested removing the Holiday Closing hours from the working hours page so the community can access it better, if needed. Also, in regards to changing 'received' to 'approved', she doesn't think taking power away from the board/ director is correct.

Deb made a comment about the different versions of the by-laws and policies for the past couple of weeks. Deb has corrections that were not made in the past and more discussion needs to be made. The board needs to be made aware of other policies before making changes. The library does have an emergency plan. Elena would like to know where we can access these materials. Deb just located a director's handbook, of which there is only one copy. Deb also requested that we don't go any further without checking with her first as some materials have already been changed, such as 'Chairman' to 'Chair'. Deb wants to make sure we have all the changes from the past before we make any current changes.

Discussion ensued regarding these changes. Deb requested that the board take the time to make sure everything is correct. All policies and by-laws are supposed to be overlooked every year and this hasn't been done and may not be done for a few years again. Elena asked Deb if the library practices the Internet permission forms for child access to the computers. Deb replied that yes, we do perform this practice and maybe look more carefully into this matter.

Kareann replied that she feels bad that we didn't include Deb and Hope and their information in the past Policy Committee meeting as this is a good idea to include them in future meetings.

Elena recommended that we remove the obvious things, such as the library being connected to the Board of Education and the Interlibrary Loan Policy. Deb suggested that we should not take it out entirely because the community needs to know that it is still available.

Cari stated that she made the zoom meeting for 2 hours and we need to wrap it up.

Elena says that the policy will stay as is, but just add to it.

Cari made a motion to remove the language that links the library to the schools. Kareann 2nd. Vote-unanimously. Motion passed.

Cari suggested that we table these items for a later date.

Karenann made the board aware that she is not listed on the library's website. Cari will fix that.

VII. Adjournment

Cari made a motion to adjourn the meeting at 8:37 PM. Karenann 2nd. Vote- unanimous. Motion passed.

Respectfully Submitted,

Joy Wrona
(Secretary)