

*Willington Public Library
Board of Directors
Regular Meeting
December 13, 2021*

Roll call and establishment of quorum

Present: Elena Testa, Kathy Ryan, KarenAnn Caldwell, Joan Taraskiewicz, Rebecca Cartabiano, Hope Grove and Debra Linares (co-interim directors) Absent: Joy Wrona

Call to order 7:06 pm.

A quorum was established.

This meeting was held online via ZOOM.

Election of officers:

- a. *Motion: KarenAnn made a motion to elect Rebecca as Treasurer. Elena seconded it.*
 - i. *The motion passed with Rebecca Abstaining.*
- b. *Motion: Elena made a motion to elect KarenAnn as Chairman. Rebecca seconded it.*
 - i. *The motion passed with KarenAnn abstaining*
- c. *Motion: Elena made a motion to table the election of a vice-chairman until the January meeting when Joy would be present. KarenAnn seconded the motion.*
 - i. *The motion passed unanimously*
- d. *Secretary: KarenAnn made a motion to elect Joan to the position as secretary. Kathy seconded the motion.*
 - i. *The motion passed with Joan abstaining*

Minutes:

*The minutes for Nov. 8 2021 (the short meeting that was interrupted) were accepted
Elena made the motion and Kathy seconded it.*

*The minutes for Nov.15 2021 (the special meeting) were accepted. Rebecca moved to
accept them and Elena Seconded. The motion passed with Elena abstaining.*

Communications: *There were none at this time.*

Treasurer's Report:

*The beginning balance was \$167,309.46. The ending balance was \$152,490.08.
November revenues totaled \$691.04. The 'miscellaneous income'
came from a refund from Lowe's and a book that a patron replaced.
November expenditures totaled \$15,510.42.*

Director's Report:

- *Copies of the town's survey concerning the expenditure of ARPA (American Rescue Plan Act) funds can be found at the library. This survey can be completed online or by hard copy, available at the library.*
- *Monthly drawing fundraiser: November's prize was a \$25 gift certificate donated by Willington Pizza One. The raffle netted \$46. The prize for December's drawing is two tickets to EC-CHAP.*

- *Our air filters need servicing once a year. Filters and bulbs need to be replaced. The Guardian Air Filter company serviced it this year for free. From now on the cost will be \$600/year and will have to be budgeted for.*
- *From the Co-Director's report: "The owner of the town's lawn mowing company came and spoke to us [the directors] about the different issues we have raised. We spoke at length and feel that these things will be addressed and resolved going forward. He also gave us some great suggestions as to what we can do going forward as to save us money on maintaining the grounds. He is going to write up a proposal of his suggestions that he made to us and submit it to the Town for approval."*

Old Business:

- *Job Descriptions are needed for WPL employees. Elena and Kathy agreed to continue on the Policy Committee which will be responsible for this. Joy will be asked to join this committee, too. The committee will try to have job descriptions done by the February meeting.*
- *Building and Grounds: Debbie, KarenAnn, Rebecca and Joan will serve on the Building and Grounds committee. They need to find out if the library can access ARPA funds for building repairs, etc.*
- *CIP: proposals for items to be included on the town's CIP list need to be in by Dec. 31, 2021. The basement renovation may be one that we could apply for funds for.*
- *We need to provide a fire escape for people in the back offices to use should there be an emergency in the building. KarenAnn will contact a structural engineer to determine what the best solution would be.*
- *Repairs to the building envelope: Debbie and KarenAnn met with a representative from Conaco. We are waiting for an estimate for the work needed from them.*
- *Anniversary: Debbie reminded everyone that the library will turn 100 in two years. It is time to start planning a celebration.*

Present to Speak: *Christine Psathas reminded board members of an upcoming town meeting that will establish the first steps towards distributing the ARPA funds town-wide. She also said that she thought the fire escape would be a good one to propose for the CIP list.*

Adjournment: 8:26 pm. *Joan moved to adjourn. Elena seconded the motion. Passed unanimously.*

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TOWN CLERK