

**Willington Public Library**  
7 Ruby Road, Willington CT  
**Board of Directors Meeting Minutes**

**Jan. 8, 2019**

**Present:**

Heather Alexson, Sarah Peck, Mary Pat Maloney, Jennifer Pallo, Kristine Donnelly

**Absent:**

Shari Cote, Joy Wrona

**Meeting was called to order at 7:12 pm.**

**Approval of Minutes**

Minutes were not available, due to the fact that the secretary was not present. Minutes will be voted on via email.

**Reports:**

Director's Report - Presented

Treasurer's Report - Not available. Heather Alexson stated that she will be meeting with a representative from The Savings Institute to discuss investment options

**Present to Speak:**

Mary Beth Caron voiced her personal opinion, as a resident of Willington, that she likes the placement of the children's section in the library. She believes that technology updates may be useful as well.

**Communications:**

Letter from John Blessington, regarding scheduling of conference/community rooms.

Quote from EMCOR, regarding a possible preventative maintenance program for HVAC system. Bundled services to potentially be shared with town.

Letter from Jim Bulick, Chair of BOF, regarding the desire to have a 0% budget increase this fiscal year.

**Old Business:**

- Library Holidays - discussed

Mary Pat Maloney made a motion to have the same holiday schedule as the town, with the following exceptions:

- Close on Christmas Eve and New Year's Eve
- Selectman's Holiday will be at the discretion of the Library Board.

Seconded by Jennifer Pablo. All in favor; motion passed.

- Holiday pay - discussed

Heather Alexson made a motion to pay employees for their regularly scheduled hours when the library is closed for a holiday. Seconded by Mary Pat Maloney. All in favor; motion passed.

Kristine Donnelly will make updates to the employee handbook regarding these changes.

#### **New Business:**

- Discussed the original 20 year building plan for the unfinished basement.
- Discussed internet upgrade
- Building maintenance plan (HVAC, painting, foundation, etc.) to be reviewed after budget season.
- Kristine Donnelly will look into outfitting light poles with reflective strips. She will also research software to integrate a time clock with payroll.
- Budget discussion tabled until next meeting.

#### **Announcements:**

Next Library Board meeting will be Jan. 15 at 7 pm.

Friends of the Library will have their next meeting on Feb. 12 at 6 pm in the library.

Meeting adjourned at 9:00 pm.

Respectfully submitted,

*Mary Pat Maloney*

Mary Pat Maloney, Board member

