

**Willington Public Library  
7 Ruby Road  
Willington, Ct. 06279**

**2/13/18**

**Present:** Heather Alexson, Shari Cote, Kristine Donnelly, Jennifer Pallo,  
Kate Standish  
**Absent:** Sarah Peck

**Meeting called to order at 6:30 pm.**

**Approval of Minutes**

- January 16, 2018 meeting minutes will be reviewed via email

**Present to Speak**

- n/a

**Communication**

- Discussed email from Gail MacDonald

**Board Concerns**

- n/a

**Director's Report**

- Discussed and reviewed

**Treasurer's Report**

- Discussed and reviewed

**Old Business**

- n/a

**New Business**

- Discussed emergency plan
- Discussed and reviewed Library board handbook
- Discussed catalog computer not working properly
- Discussed board vacancy
- Discussed changing Friday hours from 11am-5pm to 9am-3pm  
Heather Alexson motioned to change Friday hours to 9am-3pm  
Jennifer Pallo seconded  
All in favor, motion passed
- Discussed lifting the hiring freeze and hiring a custodian  
Kate Standish motioned to lift the hiring freeze and hire a custodian  
Jennifer Pallo seconded  
All in favor, motion passed

**Adjourn**

- Jennifer Pallo motioned to adjourn at 8:14 pm  
Shari Cote seconded  
All in favor, motion passed

Respectfully Submitted,

Shari Cote, Secretary