

**Willington Public Library
Board of Directors
Regular Meeting
April 10th, 2024 7:00 PM**

Roll call and establishment of quorum- Present- Karenann Caldwell, Joy Wrona, Joanne Taraskiewicz, Kathy Ryan, Jen Tehan, Nick Tella, and Director- Hope Gove. Director Deb Linares joined by Zoom.

Call to order was made at 7:06 PM. Quorum was established. Library Board meetings are held in person in the library and online via Zoom for the public.

Present to Speak- None.

Acceptance of Minutes of March 13, 2024 meeting and March 27th meeting- KarenAnn made a motion to accept the March 13th minutes with the following corrections- Under Director's Report- instead of reading 'There is a new landscaper', it should read 'The library is in need of a new landscaper'. The sentence should continue with 'they do mostly maintenance, but they will plant some annuals'. Further down in the same paragraph, the changes should read 'The CLA is holding its annual convention in Groton, (not Mystic) at the Mystic (not Groton) Marriott. Jen 2nd. Kathy abstained. Motion passed. Karenann made a motion to accept the March 27th minutes with the following corrections- Under Discussion of Fundraising- Deb (not Joanne) said the Friend's will be holding their annual Book Sale. Nick asked about the wording in the minutes in regards to when the board watched the webinar and it was decided to table this to the next meeting so Karenann could look into the wording.

Director's Report- Hope said last month there have been 18 Inter- Library loan requests.
* Laurence Becker had passed away on March 19th. He and his wife donated the land on Ruby Road that the library has been built on. Donations have been made to the library in his name.

* The library has received notification from Otis Elevator that the copper wire analog phone lines, like those used for our emergency elevator phone, will soon become obsolete. If the elevator remains on an analog phone line, there is a potential of unexpected interruptions in the emergency phone service, as well as increased costs., WA quote has been given to upgrade.

* Sensory play bins have been put out both in the Young Adult and children's areas near the windows. Patrons have expressed compliments so far.

* The seed library is now being used by patrons. There is a display of gardening and spring books in the front. Bill has donated a bluebird house and a drawing for April's monthly raffle. Raffle tickets are \$1 each.

* It was decided that the library will participate in Willington Day on May 25th by purchasing a table. The library will be giving away children's books along with a special

punch card that can be used for 3 future visits to the library. When this punch card is full, the child will receive a special surprise.

* Joan asked if the library should take part in both Willington Day and the Willington Flea market. After discussion with the board on who would be available to be at both tables, it was decided that the library will not participate in the Willington Flea Market on Sept. 7th.

Treasurer's Report- Nick relayed to the board the past month's expenditures and the remaining amount.

Old Business- Kathy told the board that the donation she has asked from Altrusa will be \$1,000. She recommended that this donation be used for children's books, and that donation cards be put in the purchased books saying 'In Memory of Eileen Griffin'.

* Policy and Procedures- Library Sick Policy- Discussion ensued about the library's sick policy and where we stood with Deb being on sick leave because of her accident. Nick asked if there anything specifically written down and Karenann replied 'No' and that the board would need to rewrite the sick policy for the future.

* Job Descriptions- The board went through the various job description write- ups that were handed out at the last meeting, working on the Director and Assistant Director positions. As the board went through the job descriptions, certain ones were allocated to what the Director accomplished, while others went to the Assistant Director. Hope will take this information, re- write both of these job descriptions and present them to the board at the next meeting.

Board Concerns- As of March 14th, Karenann has not heard from the Board of Finance. Nick expressed his 'Thank You' to Deb over the teen center research. Nick asked if we are actively looking for a new landscaper.

Adjournment- Joy made a motion to adjourn the meeting. Karenann 2nd. Meeting adjourned at 9:04 PM.

Respectfully submitted,
Joy Wrona,
Secretary

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