

**Willington Public Library
Board of Directors
Budget Meeting
January 24, 2024**

Roll call and establishment of quorum- Present- Joy Wrona, Kathy Ryan, KarenAnn Cauldwell, Joanne Taraskiewicz, Nick Tella and Directors- Deb Linares and Hope Gove.

Call to order was made at 7:07 PM. Quorum was established. Library Board meetings will be held in person in the library and online via Zoom for the public.

Present to Speak- Mary Pat expressed her concern on the Library Board hiring a recording secretary since meeting minutes are not posted in a timely fashion. Also, the board had received an email from Russell Blair regarding holding an Executive Session and how it should be stated on the agenda. The email was vague on whether or not the meeting could continue with or without the Executive Session, since the Executive Session was not specified what it was for on the agenda. Joan consulted Robert's Rules of Order and the board decided to hold the Executive Session for this meeting with the intention to correctly represent it on any necessary agendas and minutes going forward.

Acceptance of Minutes of January 10, 2024 meeting- The minutes had some spelling and grammatical errors as follows-

under Present, change Board Member Nick 'Telle' to 'Tella';

under Director's Report, change Bill 'Navartil' to Bill 'Navratil';

under Treasurer's Report, change Switchboard on 'heart' to 'heat';

under Old Business, take out 'RFP has been submitted, but there has been no response yet';

under New Business, change 'a' to 'at';

under Financial Decision, take out the 'a';

under Board concerns, take out the apostrophe in directors

Treasurer's Report- The library's December 2023 beginning balance was \$155,504.50 and the month's ending balance was \$135,971.42. See report attached to minutes for detailed expenditures.

Director's Report- The library's septic is located out front and the alarm has not gone off anymore. Deb has talked to Troy at the Public Works Dept. and the town will be removing the dead Ash trees, although we are not sure who would be paying the removal cost.

New Business- Budget- The board discussed various ways of saving money specifically within job positions.

Old Business- CIP- At the last meeting, the library had received no pushback regarding our quote for gutters in the front and back. We are looking into sun protection for the windows.

Board's Concerns- Joan expressed her kudos to our library and our co- directors and staff for being the 'best looking and best organized'. It was discussed about removing the plexiglass at the front counter. Also, the custodian, Bill, took out some of the light bulbs in the fixtures so the library is not so bright. Also, we are trying to decide whether it would be better to make a teen center out of the room downstairs, use the area for a different reason or save the money for a new roof since the current roof is 17 years old. Kaylin, the library volunteer, is currently conducting a survey regarding how many teens in town would benefit from a new teen center. We will also be asking near- by towns who don't have a teen center in their libraries, if they would be willing to help defray the cost and in return have the opportunity to use it.

Executive Session- The Library Board (KarenAnn, Joy, Joan, Kathy and Nick) entered Executive Session at 9:21 PM and exited at 10:34 PM. The library staff job positions/ descriptions were discussed as they pertained to the budget.

Adjournment- The Library Board continued the regular meeting after exiting Executive Session at 10:34 PM. In Executive Session, the board has re- worked the positions, deleting one Page position to allow for more money to allocate for one director and one assistant director. KarenAnn made a motion to accept this budget. Motion passed. KarenAnn made a motion to adjourn the meeting. Joy 2nd. Meeting adjourned at 10:35 PM.

*Respectfully submitted,
Joy Wrona,
Secretary*

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