

Willington Public Library
Board of Directors meeting
Regular meeting minutes
November 12, 2019

Present- Mary Pat Maloney, Jennifer Pallo, Cari Donaldson, Joy Wrona, John Blessington, Chris Brown, Clevell Roseboro, Mary Beth (co-president of the Friends of the Library)

Call to order- was made at 7:05 PM.

Approval of minutes- approval of minutes from September 10, 2019- Motion made by Jenn. Seconded by Joy. Motion passed.

Reports

Treasurer's Report- Jenn discussed how the transition to Berkshire Bank is almost complete. The town has full access to do library's accounting and will be sending monthly statements. Jenn also went over the new treasurer's duties along with our current accounts and balances.

Director's Report- Clevell discussed his reports that are due. He will also be having the new Board members and current library staff members receive periodic training to help them in their respective positions. He will also be looking into the internet service and what can be done to upgrade it.

Present to Speak- Mary Beth, the Friends of The Library co-president stated that their meetings are on the 2nd Tuesdays of the even months and invited board members to attend as they raise money for the library's programming events.

Old Business

Security Concerns- The missing keys have been found. Discussion was made about- changing the locks periodically, changing the key lending policy, having a drop box for key return. Clevell will look into the key lending policy.

Meet and Greet Planning- This will take place sometime in January after the holidays and has been tabled to the December meeting.

Sick and Vacation Policies- This has been tabled until the December meeting. Clevell indicated that the state has policies in place.

New Business

Minimum Wage Increase- Jen brought up issue of where the money for the wage increases comes from in the budget.

Health Care Waiver- Should only affect the director and the library should have the same policy as the town. Mary Pat made a motion to reimburse staff who waive both the medical and dental insurance according to the same policy as the town. Jenn 2nd. Motion passed.

New Board Transition- There are documents set up in the Google drive to facilitate the board as they move into their new roles, along with old minutes and agendas and document templates.

In Process and Future Projects- Mary Pat passed out a 2018/2019 Library Board wrap-up which consisted of a list of projects that were completed this year including projects that are now in progress. Also in this handout, is the library meeting information and a general calendar of what needs/ should be done each month. (See attachment)

Adjournment- meeting was adjourned at 8:57 PM.

Respectfully Submitted,

Joy Wrona

(Acting Secretary)