**Willington Public Library**

**Board of Director’s meeting**

**Regular meeting minutes**

**October 8, 2019**

**Present- Mary Pat Maloney, Jennifer Pallo, Shari Cote, Clevell Roseboro, Pam (Friends of the Library member)**

**Call to order**- was made at 7:09 PM.

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

**Reports**

**Treasurer’s Report**- Transition to Berkshire Bank is still on-going. Town’s accounting procedures will be written by Donna Latincsics.

**Director’s Report**- New Purchase Order system will be implemented and new Purchase Order form has been approved. Motion made by Joy. Seconded by Mary Pat. Motion passed. Clevell described how town inventory and library items have miss-matched barcodes and need to be re-barcoded.

**Old Business**

**Security Concerns**- Code to the Library building will be changed at various times due to concerns over missing keys. Key checkout policy will be re-evaluated and changed as needed.

**Paid time off policy**- Clevell will look into the town’s policy and this has been tabled to November’s meeting.

**New Business**

**New Board transition**- Documents will be made about all projects in-progress. Jenn is working on compiling info packets for all new Board members. Potential for conflict of future Library Board Meeting dates with incoming Board Members was discussed. A Meet and Greet for the new Board members along with the new Library Director will occur in December.

**Executive Session**- Executive Session was called at 8:06 PM to discuss financial matter with Library Director. Motion made by to approve pay advance for Director. Seconded by Mary Pat. Motion passed. Executive Session was adjourned at 8:12 PM.

**Adjournment**- meeting was adjourned at 8:20 PM.

Respectfully Submitted,

Joy Wrona
(Acting Secretary)